This is a digital copy of a book that was preserved for generations on library shelves before it was carefully scanned by Google as part of a project to make the world's books discoverable online.

It has survived long enough for the copyright to expire and the book to enter the public domain. A public domain book is one that was never subject to copyright or whose legal copyright term has expired. Whether a book is in the public domain may vary country to country. Public domain books are our gateways to the past, representing a wealth of history, culture and knowledge that's often difficult to discover.

Marks, notations and other marginalia present in the original volume will appear in this file - a reminder of this book's long journey from the publisher to a library and finally to you.

Usage guidelines

Google is proud to partner with libraries to digitize public domain materials and make them widely accessible. Public domain books belong to the public and we are merely their custodians. Nevertheless, this work is expensive, so in order to keep providing this resource, we have taken steps to prevent abuse by commercial parties, including placing technical restrictions on automated querying.

We also ask that you:

+ *Make non-commercial use of the files* We designed Google Book Search for use by individuals, and we request that you use these files for personal, non-commercial purposes.

+ *Refrain from automated querying* Do not send automated queries of any sort to Google's system: If you are conducting research on machine translation, optical character recognition or other areas where access to a large amount of text is helpful, please contact us. We encourage the use of public domain materials for these purposes and may be able to help.

+ *Maintain attribution* The Google "watermark" you see on each file is essential for informing people about this project and helping them find additional materials through Google Book Search. Please do not remove it.

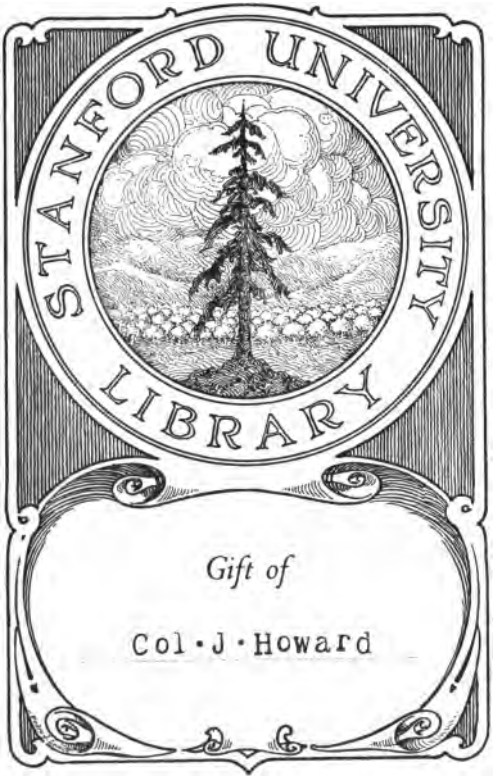
+ *Keep it legal* Whatever your use, remember that you are responsible for ensuring that what you are doing is legal. Do not assume that just because we believe a book is in the public domain for users in the United States, that the work is also in the public domain for users in other countries. Whether a book is still in copyright varies from country to country, and we can't offer guidance on whether any specific use of any specific book is allowed. Please do not assume that a book's appearance in Google Book Search means it can be used in any manner anywhere in the world. Copyright infringement liability can be quite severe.

About Google Book Search

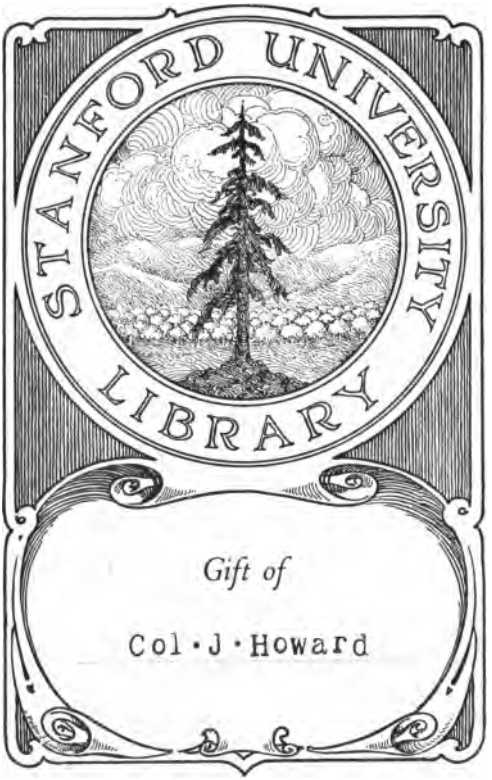
Google's mission is to organize the world's information and to make it universally accessible and useful. Google Book Search helps readers discover the world's books while helping authors and publishers reach new audiences. You can search through the full text of this book on the web at `http://books.google.com/`

QUARTERMASTER'S MANUAL

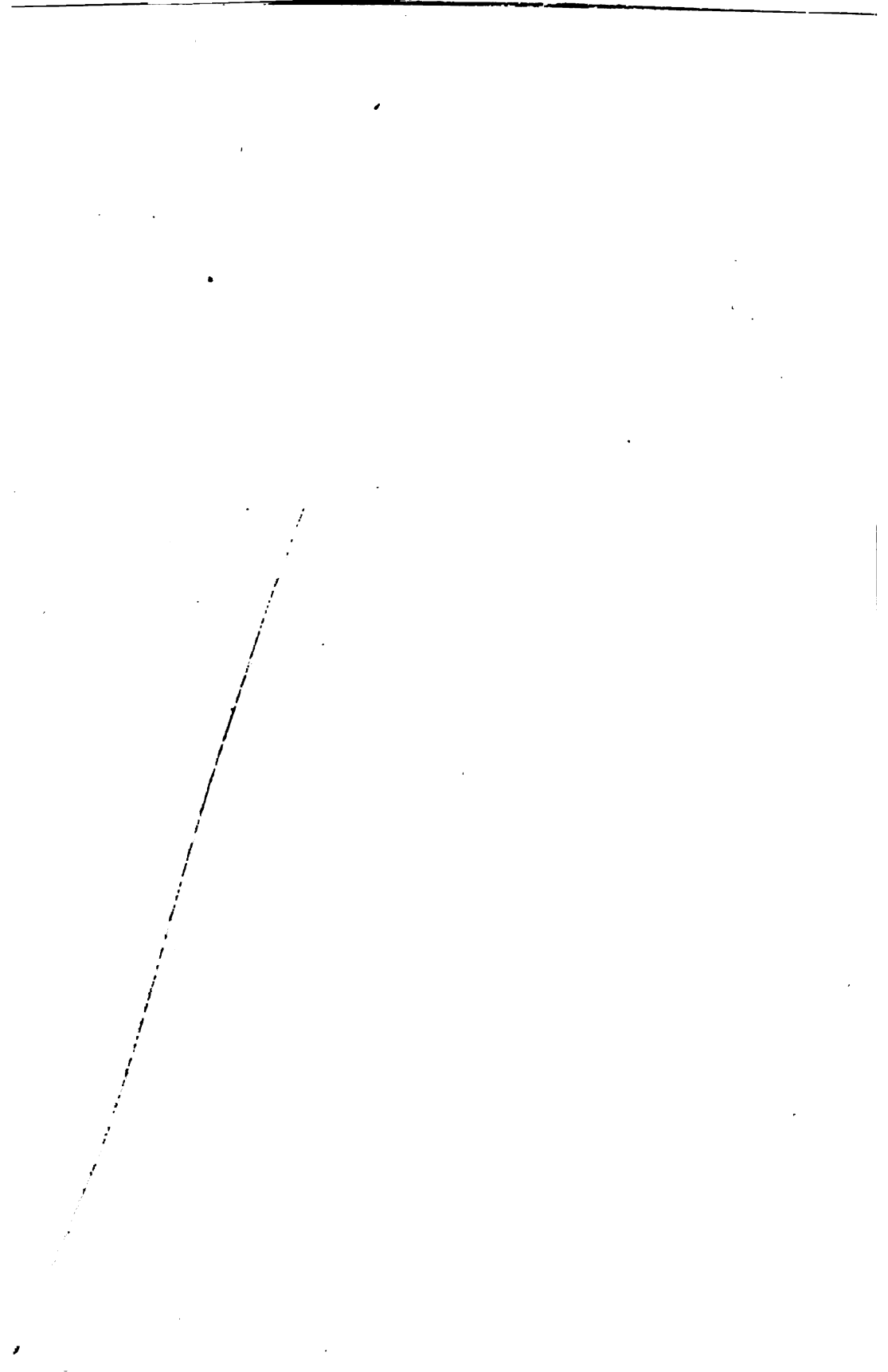
1904


STANFORD UNIVERSITY
LIBRARY
Gift of
Col·J·Howard

John Hannah
U.S.A.
Dec'04
W39.92:904
Quartermaster's Dept.


STANFORD UNIVERSITY
LIBRARY
Gift of
Col·J·Howard

John Hannah
U.S.A.
Dec'04
W39.92:904
Quartermaster's Dept.



MANUAL

FOR THE

QUARTERMASTER'S DEPARTMENT,

UNITED STATES ARMY,

1904.

PREPARED BY THE GENERAL STAFF, UNDER THE DIRECTION OF THE CHIEF OF STAFF, U. S. ARMY.

PUBLISHED BY AUTHORITY OF THE SECRETARY OF WAR.

STANFORD LIBRARY

WASHINGTON:
GOVERNMENT PRINTING OFFICE.
1904.

308401

WAR DEPARTMENT.

Document No. 232.

Office of the Chief of Staff.

STANFORD LIBRARY

WAR DEPARTMENT,

Washington, D. C., October 20, 1904.

This Manual for the Quartermaster's Department is published for the information and guidance of all concerned; it will not be modified except by specific authority given in each case.

By order of the Secretary of War:

ADNA R. CHAFFEE,

Lieutenant-General, Chief of Staff.

TABLE OF CONTENTS.

ARTICLE I.

Par.

Quartermaster's Manual, where obtained 1–2

ARTICLE II.—*Military discipline.*

Persons subject to military discipline 3–5
Disposition of captured stores 6–7
Presents to superiors 8

ARTICLE III.—*Quartermaster's department.*

Duties enumerated 9
Quartermaster's Department transports supplies and provides depots 10–12
Department commander's action on requisitions 13–15
Department commander's action on emergency purchases 16
Duty of Quartermaster-General when the organized militia are called into service of the United States, or when volunteers are raised 17
Monthly estimates of funds 18
Care of Government animals 19
Care of wagons and harness 20
Knowledge of heating required 21
Care of heating plants 22–24
Care of plumbing fixtures 25
Knowledge required of construction and repair of buildings 26
Knowledge required of water-supply systems 27
Knowledge required of lighting systems 28
Knowledge required of sewer systems 29
Fire apparatus, its use and care 30
Ice machines, their operation, care, and preservation 31
Quarterly estimates for repairs 32
Duties in the field 33–35

ARTICLE IV.—*Miscellaneous.*

Deceased officers 36–40
Deceased soldiers 41–43
Veterinarians, cavalry and artillery 44–48
Employment of other veterinarians 49
Post noncommissioned staff 50–53
Deserter's clothing 54
Apprehension of deserters; reward 55–57
Transportation discharged men 58–59
Extra-duty men; duties and pay 60–69
Transportation of men to Soldiers' Home 70–72
Purchasing quartermasters 73
Grades of rank 74

Par.
Erection of temporary buildings by troops 75
Care of reservations and improvement of grounds 76–77
Care of abandoned posts 78
Supply kitchen and table ware 79–80
Post bakeries 81
Library, books and periodicals 82
Gymnasiums 83
Transportation appliances for gymnasiums 84
Material for target practice 85
Indian prisoners, how supplied 86
Purchases from Indians 87
National cemeteries 88
Battle-ground cemeteries; marking graves 89–90
Post cemeteries 91–95

ARTICLE V.—*Advertising and printing.*

Newspaper advertising 96–107
Job printing 108–112

ARTICLE VI.—*Purchase of supplies and engagement of services.*

General provisions 113–118
Advertising for proposals 119–127
Proposals 128–140
Awards 141–145
Abstracts of proposals 146
Forms of agreement and purchases under same 147–151
Contracts 152–162
Marking supplies by contractors 163
Bonds of disbursing officers, bidders, and contractors 164–168
Bonds of contractors to include obligation to pay for labor and material 169
Bonds of security companies, corporations, and individuals 170–177
Renewal of bonds 178
Account to be closed when a new bond is filed 179

ARTICLE VII.—*Money accountability.*

Public moneys 180–183
Disbursing officers 184–196
Transfers public funds 197–198
Government checks 199–207
Official check books 208–210
Certificates of deposit 211–216
Proceeds and expenses of sales 217–218
Employment of auctioneer 219
Transfers of property between bureaus 220–221
Appropriations 222–230
Accounts current 231–235
Money vouchers 236–256
Pecuniary responsibility of officers 257–258
Administrative examination of money accounts 259–260
Disbursing officer ceasing to act; inspection of accounts 261

ARTICLE VIII.—*Public property accountability and responsibility.*

General provisions 262–283
Property accountability 284–292

Par.
Property damaged, lost, or destroyed; rewards 293–301
Inspectors, general provisions 302–305
Inspection, disbursements, and accounts 306
Inspection property for condemnation 307–317

ARTICLE IX.—*Surveys on property.*

Surveys on property 318–328
Action taken when common carriers are responsible 329
Survey reports may be submitted as vouchers to property returns 330
Action taken at posts not under department commander 331
Stoppages against enlisted men 332
Action taken if inspection of property follows survey 333
Compensation for property lost of officers and enlisted men 334

ARTICLE X.—*Civilian employees.*

General provisions 335–337
Traveling expenses 338–345
Transportation and pay of civilian witnesses 346–351

ARTICLE XI.—*Staff administration, etc.*

Staff administration 352–360
Military correspondence 361–377
Keeping of military records 378–382
Personal and efficiency reports 383–387
Penalty envelopes 388–393

ARTICLE XII.—*Barracks and quarters, etc.*

Barracks and quarters 394–403
Box lockers 404
Barrack chairs and cuspidors 405
Change of station; equipment taken 406
Protection subsistence stores 407
Storage, coal oil, gunpowder, etc 408
Purchase of land and erection of buildings 409–412
Damage of public buildings by fire 413
Allowance and assignment of quarters 414–425
Fuel and stoves 426–438
Illuminating supplies 439–451
Stationery 452–455
Ice machines 456–457
Public animals, purchase assignment, etc 458–465
Veterinary medicines 466–468
Forage and straw 469–477
Care and accountability for property 478–493
Horses of mounted officers 494–498
Military attachés 499

ARTICLE XIII.—*Transportation.*

General provisions 500–509
Transportation of troops and persons 510–516
Transportation requests 517–536
Ferries, turnpikes, and bridges 537
Street car and ferry tickets 538
Parlor and sleeping car accommodations 539–546

Par.
Transportation of baggage 547–551
Transportation of supplies 552–563
Transportation for other departments 564
Transfers in bulk 565–567
Issues to signal parties 568
Money shipments by express 569
Bills of lading 570–596
Land-grant and bond-aided railroads 597–598

ARTICLE XIV.—*Clothing and Equipage, etc.*

Requisitions for clothing and equipage 599–605
Sizes of clothing 606–608
Clothing for companies and bands 609–622
Care of fur clothing 623
Recruit's laundry 624
Issues to prisoners, etc 625–628
Sales of clothing and equipage 629–630
Articles that may be dropped 631
Tableware and kitchen utensils 632–633
Instruments for bands and musicians 634–635
Corn brooms, scrubbing brushes, and mops 636
Lye and sapolio 637
Use of canvas 638

ARTICLE XV.—*Telegraphing and telephoning.*

Telegraphing 639–650
Telephoning 651

ARTICLE XVI.—*Records, returns, etc.*

Record books and files 652–654
Returns and reports 655–659
Preparation money accounts 660
Returns of quartermaster's supplies 661
Books supplied by Military Secretary 662
Books supplied by Quartermaster-General 663
Blanks supplied by Quartermaster-General 664
Articles to be carried in field desk 665

ARTICLE XVII.—*Medical Department.*

Supervision by Medical Department of post hygiene 666–667
Allowances contract and dental surgeons 668
Quarters for dentist's assistant 669
Ambulances 670–671
Ambulance drivers 672
Hand litters 673
Mounted orderlies 674
Hospital transports, boats and railway trains 675
Stores when disinfected or destroyed 676
Medical supplies and attendance for civilian employees 677–678
Erection and repair of hospital buildings 679–685
Artificial limbs 686–688
Land transportation for Medical Department 689
Riding equipments for Medical Department 690

ARTICLE XVIII.—*Transportation of troops by rail.*

	Par.
Land-grant and bond-aided railroads	691
Information to be furnished quartermaster	692
Circular to bidders	693
Special trains	694
Opening of bids and awards	695
Letter of agreement	696
Loading freight and troops	697
Capacity of cars	698
Loading animals on cars	699
Loading ambulances on cars	700
Loading wagons on cars	701
Loading property in cars	702

ARTICLE XIX.—*Transportation of troops by water.*

Transportation on army transports	703

ARTICLE XX.—*Land transportation, etc.*

Wagon transportation	704–710
Tentage	711
Supply trains	712
Transportation for troops in the field	713
Parking wagon trains	714
Transportation units	715
Care of animals, wagons, and harness in the field	716–720
Waterproofing covers of ambulances	721
Paints, oils, etc., required to paint vehicles	722
Bolts, rivets, and screws used in various vehicles	723–726
Blacksmith and farrier's tools required in the field	727
Wheelwright's and carpenter's tools required in the field	728
Saddler's tools required in the field	729
Articles required at a depot for repairing wagons, harness, and ambulances	730–734
Nails and spikes—sizes	735
Standard machine screws	736
Square and round bars—weights, etc	737
Manila rope—size, weight, and strength	738

MANUAL

FOR THE

QUARTERMASTER'S DEPARTMENT,

UNITED STATES ARMY, 1904.

ARTICLE I.

Manuals—Contents of.

1. The manuals concerning the several staff departments will contain, besides extracts from general regulations, such rules as have special application; but no regulations, orders, or instructions will be embodied therein which are in conflict with the Regulations for the Army. (Decision, Secretary of War, October 31, 1895.)

Where obtained.

2. Regulations for the government of the Quartermaster's Department, prepared and published under the authority of the Secretary of War, are distributed to its officers by the Quartermaster-General. (Note, A. R., Art. LXXIV.)

ARTICLE II.

MILITARY DISCIPLINE.

Lawful orders to be obeyed.

3. All persons in the military service are required to obey strictly and to execute promptly the lawful orders of their superiors. (A. R., 1.)

Persons subject to trial by court-martial.

4. All retainers to the camp, and all persons serving with the armies of the United States in the field, though not enlisted soldiers, are to be subject to orders, according to the rules and discipline of war. (A. W., 63.)

5. The discipline authorized by previous paragraph has mainly been applied to persons serving in the armies of the United States in the field. Thus, during the late war civilians of the following classes were, in repeated cases, held amenable to military jurisdiction and subject to trial and punishment by courts-martial: Teamsters, watchmen, laborers, and other employees of the Quartermaster's Department. (Davis, p. 999.)

Captured stores to be secured.

6. All public stores taken from the enemy shall be secured for the service of the United States; and for neglect thereof the commanding officer shall be answerable. (A. W., 9.)

Neglect to secure captured stores.

7. Any officer who, willfully or through neglect, suffers to be lost, spoiled, or damaged any military stores belonging to the United States, shall make good the loss or damage, and be dismissed from the service. (A. W., 15.)

Presents to superiors.

8. No officer, clerk, or employee in the United States Government employ shall at any time solicit contributions from other officers, clerks, or employees in the Government service for a gift or present to those in a superior official position; nor shall any such officials or clerical superiors receive any gift or present offered or presented to them as a contribution from persons in Government employ receiving a less salary than themselves; nor shall any officer or clerk make any donation as a gift or present to any official superior. Every person who violates this section shall be summarily discharged from the Government employ. (Sec. 1784, R. S.)

ARTICLE III.

QUARTERMASTER'S DEPARTMENT.

GENERAL DUTIES.

General duties.

9. The Quartermaster's Department is charged with the duty of providing means of transportation of every character, either under contract or in kind, which may be needed in the movement of troops and material of war. It furnishes all public animals employed in the service of the Army, the forage consumed by them, wagons and all articles necessary for their use, and the horse equipments for the Quartermaster's Department. It furnishes clothing, camp and garrison equipage, barracks, storehouses, and other buildings; constructs and repairs roads, railways, bridges; builds and charters ships, boats, docks, and wharves needed for military purposes, and attends to all matters connected with military operations which are not expressly assigned to some other bureau of the War Department. (A. R., 1009.)

Transports supplies.

10. The Quartermaster's Department transports to the place of issue and provides storehouses for the preservation of stores supplied for the Army by other departments. (A. R., 1010.)

Provides depots.

11. General depots for the collection, manufacture, and preservation of quartermaster stores, until required for distribution, are under the immediate control of the Quartermaster-General. (A. R., 1011.)

Depots for filling requisitions.

12. The Quartermaster-General will announce from time to time the depots from which requisitions from departments for quartermaster supplies—issuable under Army Regulations—will be filled.

The commanding officer of the depots so designated will fill, as soon as possible after their receipt, all requisitions approved by competent authority. (A. R., 1012.)

Department commanders. Action on requisitions.

13. Department commanders will take final action on all requisitions for supplies furnished by the Quartermaster's Department, issuable under Army Regulations or general orders, and send them for supply to the depots designated by the Quartermaster-General. (A. R., 1013.)

14. Requisitions for quartermaster supplies, not covered by Army Regulations or general orders, will be forwarded to the Quartermaster-General for his action. (A. R., 1014.)

Extra issues fuel and oil.

15. Department commanders will take final action upon all extra issues of fuel and kerosene oil. (A. R., 1015.)

Emergency purchases.

16. Emergency purchases of quartermaster stores payable from appropriations for incidental expenses, army transportation, and regular supplies, not exceeding $200 in any one case, may be made under the authority of the department commander, but purchases under this authority should be avoided as much as possible by timely requisitions. (A. R., 1016.)

Authority to equip volunteers.

17. The exercise by the President of his power to call the organized militia into the service of the United States, or to raise volunteers, authorizes the chiefs of the supply departments of the Army to equip and supply said forces in the manner authorized by the Army and Field Service Regulations, limited only by available appropriations. (A. R., 744.)

Monthly estimates of funds.

18. Officers serving in the Quartermaster's Department will make monthly estimates for funds, unless otherwise authorized, and only for such amounts as are required for payments of accounts within the periods estimated for. Estimates will show in detail the amounts required to cover all authorized expenditures and the purposes for which needed. Quartermasters will submit their estimates to their immediate commanding officers, who, after action thereon, will forward them to the adjutant-general of the department; he will refer them to the chief quarter-

master, who, after consideration and revision, will consolidate and submit them to the department commander for approval; thereafter the chief quartermaster will forward them to the Quartermaster-General. Quartermasters at general depots and independent posts will forward estimates of funds to the Quartermaster-General direct. (A. R., 1017.)

Care of Government animals.

19. Quartermasters will give their personal attention to the care of the Government animals for which they are responsible and see that they are properly sheltered, shod, and groomed, and that they are not fed and watered until they have been rubbed down and cooled. They will watch the hay and grain and see that the animals get their proper allowance.

Care of wagons.

20. Quartermasters will see that the wagons are kept in repair, the axle boxes well greased, the harness washed and oiled, the wagon covers repaired, and by timely requisitions see that spare parts and the material and tools for repairs are on hand to make necessary repairs.

STEAM AND HOT WATER HEATING.

Knowledge of heating.

21. Quartermasters of permanent posts should have a thorough knowledge of heating by hot air, steam, and hot water, and by frequent inspection of the heating plants in the officers' quarters and other Government buildings, see that they are being properly and economically managed.

Care of heating plants.

22. In buildings heated by steam or hot water, when overheated, in place of reducing the temperature by opening windows, the draft of the furnace should be closed and the heat shut off from the radiators. This requires the valves on the heating mains and returns to be closed.

It should be remembered that each foot of radiating surface used requires a certain amount of coal per hour which can be saved if the heat is shut off.

Fusible plugs.

23. When steam boilers are installed specifications require that a fusible plug be placed in them. This is done as a matter of safety, so that in case the water gets low and the boiler becomes overheated the fusible plug melts, allowing steam to escape and preventing an explosion.

In several cases where this plug has melted out it has been replaced by a solid plug, thus causing the boilers to be liable to injury and dangerous in use. Whenever a plug melts out it will be replaced only by a fusible plug.

Amount of water required.

Especial care will always be taken that the boiler has the proper amount of water in it. If by an accident it

becomes empty or very low in water additional water will not be introduced while the boiler is hot. In such case the fire should be drawn and the boiler allowed to cool before introducing water.

Care of heating plants.

24. For steam boilers, see that before starting fire all valves are open and that boiler and return pipes are filled with water to such an extent that the water stands in the middle of the gauge glass at the boiler.

For hot water heating, ascertain that the entire system, including boiler and pipe, is full of water. This will be shown by the glass at the water gauge of the expansion tank.

See that smoke pipe, chimney, and boiler flues are clean and the draft good before starting fire, and that flues of boiler are cleaned at least once a week to keep boiler in an efficient condition.

In firing, keep grates clean and have a thin fire, put small amounts of coal on fire at regular intervals when it is needed, *always* being careful to disturb the body of the fire as little as possible.

Do not use the ash-pit door for draft, as this is equivalent to putting a 12-horsepower fire under a 4-horsepower boiler. It will make the coal clinker and injure the grate. The draft door is large enough to admit all the air necessary for the boiler.

After shaking grates, clean the ash pit and see that the *grates* are left level and *in proper position*, otherwise the fingers of the grates will burn off and the grates be ruined. Ashes *must not be allowed* to remain in the ash pit under any circumstances. If this is neglected the grates will be burned out.

In shutting off steam see that the return valves are closed tightly before closing the valves on the flow mains, otherwise the water will be drawn out of the boiler to fill the vacuum in the radiators.

In all heating plants in vacant buildings the boilers, piping, and radiators must be completely drained to prevent freezing.

PLUMBING AND WATER SUPPLY.

Knowledge of plumbing.

25. Quartermasters of permanent posts should have a thorough knowledge of plumbing, the proper ventilation of traps, the arrangement of inlets and outlets for air to secure continual circulation through each system of house plumbing in order to make the water seal effective against

sewer gas. He should make frequent inspection of the plumbing fixtures and see that they are kept clean and effective.

Care of plumbing fixtures.

The use of disinfectants with modern plumbing is an injury to the fixtures and is entirely unnecessary. All porcelain plumbing fixtures should be washed daily with soap and water and kept clean of all dirt or stains.

CONSTRUCTION.

Construction and repair of buildings.

26. In order to properly superintend the construction and repair of buildings, roads, walks, wharves, sewers, the installation of power plants, etc., the quartermaster should make a careful study of each class of construction. Standard works thereon may be obtained upon proper application to the Quartermaster-General.

POWER PLANTS.

Knowledge of hydraulics and building construction.

27. In order to properly care for water-supply systems, the quartermaster should have a knowledge of hydraulics and of the care and preservation of boilers, pumps, boiler feed pumps, injectors, air compressors, water filters, purification plants, etc. A full description of each piece of apparatus in the water-supply system should be kept in the office of the engineer in charge of the work. A daily report of the amount of coal consumption and the amount of water pumped should be kept in the same office. The monthly expenditure for repairs and for supplies other than coal should be noted.

Care and use of lighting systems.

28. Where posts are lighted by electricity, the quartermaster should inform himself as to the apparatus used, especially the care and use of generators, transformers, rheostats, ammeters, and wattmeters. A record book should be kept showing the amount of coal consumed and the amount of current generated daily. In the same book should be entered the monthly cost of repairs and supplies other than coal.

In case an acetylene gas plant is maintained, the quartermaster should inform himself as to the proper working of the plant and see that the attendant in charge is conversant therewith. A book should be kept showing amount of carbide expended, the amount of gas generated, and the amount of gas issued and sold daily.

SEWER SYSTEMS.

Knowledge of sewage purification plant and care of same.

29. Where the post is supplied with a sewage purification plant, the quartermaster should carefully inform himself as to its working, and see that the attendants in charge have the proper knowledge of all the parts thereof, and that they make timely report of any defects, breaks, or failure to operate properly.

Where a sewer system is provided with the Shone or other ejector this should be carefully studied and the quartermaster should see that a proper person is detailed to superintend same.

Where automatic-flushing valves are installed frequent inspection should be made to see that the valves flush as it is intended they should.

The operation and care of crematories.

Crematories will be operated in the most economical manner possible, and the greatest care will be exercised to see that the grate bars are not burned out or the stack damaged by excessive feeding.

The crematory should not be overcrowded on account of having a large amount of matter to destroy. It should be operated in accordance with the amount of material it is intended to consume per hour, and should not be forced beyond this amount.

FIRE APPARATUS.

Fire apparatus; its use and care.

30. The quartermaster should inform himself as to what precautions have been taken and are necessary to take in regard to the protection of the post from fire, and see that all the apparatus for extinguishing the fires is kept in good serviceable condition.

ICE MACHINES.

Ice machines.

31. At posts where ice machines are installed, the quartermaster should take the same precautions in regard to their operation, care, and preservation as are taken in the case of other power plants. In addition to the entries in the book showing the amount of coal consumption, there will be noted the cost of supplies and repairs, and the amount of ice manufactured, issued, and sold daily.

ESTIMATES.

Estimates for repairs.

32. Quarterly estimates will be made for supplies and materials for repairs to plumbing, water-supply systems,

sewage purification plants and crematories, lighting systems, ice machines, fire apparatus, and heating plants.

These estimates should be specific and state the exact purpose for which the supplies are intended.

DUTY IN THE FIELD.

Duty in the field.

33. The quartermaster of a regiment in the field has charge of the transportation and other property issued to him by the Quartermaster's Department, and by timely requisitions will keep the command properly supplied. He will limit his requisitions for supplies to the actual necessities of the command, and will be careful not to exceed his transportation facilities.

Charge of transportation.

34. When a regiment forms part of a larger organization the transportation is under the orders of the chief quartermaster of the command, who should have storage facilities for the supplies for the command received from the supply trains and from which he can make his daily issues.

He will make frequent inspection of the camps, and ascertain if the various quartermasters understand and attend to their duties, and if requisitions have been sent in to him for all needed supplies.

If quartermasters are found to be ignorant of their duties they should be called together by the chief quartermaster and given minute instructions. In this way much suffering and complaint can be prevented.

Depot quartermaster in the field.

35. A depot quartermaster should be located at the point where stores are received by rail or water, and from which stores will be taken by supply trains to the command in the field. Ample storehouses should be provided, also corrals with shelter for the animals, shops for shoeing animals, repairing wagons, saddles, harness, etc. If the stores are received by rail the depot quartermaster should receive from the railroad authorities a list of all cars, giving the number of each, the road to which it belongs, date of arrival, and contents.

All cars should be switched at once to the proper storehouses and unloaded, the check clerk carefully checking all packages and noting the condition of the property. All congestion should be prevented by promptness in unloading and switching out the cars.

ARTICLE IV.

MISCELLANEOUS.

DECEASED OFFICERS.

Death of an officer.

36. The death of an officer, with place, cause, day, and hour, will be reported without delay by his immediate commander direct to The Military Secretary of the Army. A duplicate of this report will be forwarded to department headquarters. When the death occurs away from the officer's station, in hospital or on leave, the medical officer, if one be present, or any officer having cognizance of the fact, will make the report. (A. R., 83.)

Inventories of effects.

37. Inventories in duplicate of the effects of deceased officers, as required by the one hundred and twenty-fifth article of war, will be transmitted to The Military Secretary of the Army. If legal representatives take possession of the effects, the fact will be stated in the inventory. (A. R., 84.)

Effects, when sold.

38. If there be no legal representatives present to receive the effects, a list of them will be sent to the nearest relative of the deceased. At the end of two months, if not called for, they will be sold at auction and accounted for as in the case of deceased soldiers, except that swords, watches, personal papers, trinkets, and similar articles will be labeled with the name, rank, regiment, and date of death of the owner and sent through the Military Secretary to the Auditor for the War Department for the benefit of those legally entitled to them. (A. R., 85.)

Disposition Government property and funds.

39. On the death of an officer in charge of public property or funds, his commanding officer will appoint a board of officers, three when practicable, which will inventory the same and make the customary returns therefor, stating accurately amounts and condition. These the commanding officer will forward to the chiefs of the bureaus to which the property or funds pertain, and he will designate an officer to take charge of such property or funds until orders in the case are received from the proper authority. Cash on hand may be invoiced by the board to the deceased officer's successor, but balances to his credit with the Treasurer, an assistant treasurer, a designated depository, or a fiscal agent of the United States, over and above his outstanding checks, will be deposited to the credit of the Treasurer of the United States by the chiefs of bureaus when the board has reported to the

bureaus the balances over and above such checks. The action herein prescribed will also be taken in the case of an officer in charge of public funds or property who becomes insane. (A. R., 86.)

Disposition officers' remains.

40. The remains of officers who die while on duty will be inclosed in coffins and, if the death occurred while on duty within the continental limits of the United States, will be transported to the nearest post or national cemetery for burial. The cost of such transportation is payable from the appropriation for army transportation. The remains of officers who are killed in action, or who die at military camps or in the field or hospital in Alaska or at places outside the continental limits of the United States, or while on voyage at sea, will, if desired by relatives or friends, be transported to their homes for interment; the cost of transportation in these cases is payable from funds specially appropriated for that purpose. Other expenses of burial are limited to $75 and will be restricted to the cost of the casket, hire of hearse, and the reasonable and necessary expenses of preparing the remains for burial. If buried at the place of death, the fact will be reported to The Military Secretary of the Army. (A. R., 87.)

Disposition soldiers' remains.

41. The remains of deceased enlisted men, other than those on the retired list, will be inclosed in coffins and transported by the Quartermaster's Department to the nearest military post or national cemetery for burial, unless the commanding officer deems burial at place of death to be proper, when a full report of the facts and reasons will be made to The Military Secretary. The expense of transporting the remains to the nearest post or national cemetery is payable from the appropriation for army transportation. In the case of an enlisted man who has been killed in battle, or who has died at a military camp or in the field or hospital in Alaska or at a place outside the continental limits of the United States, or while on voyage at sea, the remains may, if desired by the relatives, be transported to the home of the deceased for interment. The cost of such transportation will be paid from funds specially appropriated by Congress for that purpose. The expense of burial, other than the cost of transportation, will be limited to $35 for each enlisted man and will be restricted to the cost of the casket, hire of a hearse, and the reasonable and necessary expenses of preparing the remains for burial. (A. R., 165.)

BURIAL OF INDIGENT SOLDIERS.

Burial of indigent soldiers.

42. For expenses of burying in the Arlington National Cemetery, or in the cemeteries of the District of Columbia, indigent ex-Union soldiers, sailors, and marines of the late civil war and soldiers and sailors of the war with Spain who die in the District of Columbia, or in the immediate vicinity thereof, and of such soldiers, sailors, and marines who die in the District of Columbia and are buried in the immediate vicinity thereof, to be disbursed by the Secretary of War, at a cost not exceeding $45 for such burial expenses in each case, exclusive of cost of grave, $3,000. (Act of Apr. 24, 1904.—Annual Appropriation.)

Issue of clothing.

43. Should it become necessary to issue new clothing for use in the burial of a deceased soldier, as in the case of a man who dies away from his proper command and under circumstances rendering such issues imperatively necessary, the expense of the issue will be borne by the United States, and the clothing will be dropped from the returns of the issuing officer on the orders of the commanding officer, which must recite the necessity for the issue. (A. R., 1183.)

VETERINARIANS, CAVALRY AND ARTILLERY CORPS.

Veterinarians—how appointed.

44. Veterinarians are appointed by the Secretary of War, subject to competitive examinations as to eligibility, capacity, and fitness. The scope and conditions of such examinations will be announced in orders from time to time by the War Department. (A. R., 88.)

Pay and allowances.

45. A veterinarian has the pay of a second lieutenant, mounted, and is entitled to the same allowances in kind, of quarters, fuel and lights. (A. R., 89.)

Duties.

46. It shall be the duty of the veterinarian to visit at least daily all sick or injured animals at his station, and to recommend such treatment as he may deem proper. He will have access to the stables at all times. Upon request he will attend such authorized private horses of mounted officers as may need his services. (A. R., 90.)

Duties.

47. The veterinarian will instruct company farriers in the proper care of the horse. In this he will give especial importance to the anatomy and pathology of the foot, showing the nature and uses of all its parts; illustrating the subject by dissections and specimens. He will also teach the principles and practice of horseshoeing. For the purpose indicated he will make such visits of instruction to

companies of the regiment or organization, not at his station, as may be deemed necessary by the regimental or proper artillery commander. (A. R., 91.)

Veterinary hospital.

48. Wherever four or more troops of cavalry or batteries of field artillery are stationed, a suitable building may be set apart as a veterinary hospital. (A. R., 92.)

(NOTE.—A. R., 88, 89, 90, 91, and 92 refer to veterinarians authorized for each cavalry regiment and to veterinarians authorized for the artillery corps.)

49. Such number of veterinarians as the Secretary of War may authorize shall be employed to attend the animals pertaining to the Quartermaster's or other departments not directly connected with the cavalry and artillery regiments, at a compensation not exceeding $100 per month. (Sec. 20, act Feb. 2, 1901; Davis, 733.)

THE POST NONCOMMISSIONED STAFF.

Post noncommissioned staff.

50. A post noncommissioned staff officer will assist the officer of his department, and will not be detailed upon any service not pertaining to his proper position, unless the necessities of the service require such detail, in which case the post commander will note the fact, with reasons therefor, on the sergeant's personal report. (A. R., 97.)

Ungarrisoned posts property responsibility.

51. A noncommissioned staff officer at an ungarrisoned post or station will be responsible for the property of his own department, and for such other property as may be intrusted to him for safe-keeping. For all public property committed to his charge he will account to the heads of the staff departments concerned, and if the means at his disposal are insufficient for its preservation he will report the facts. (A. R., 98.)

Control of noncommissioned staff.

52. The military control of post noncommissioned staff officers serving at posts not occupied by troops is vested in the commander of the territorial department in which they are serving. All matters relating to them as soldiers subject to military command, as distinguished from the administrative duties imposed upon them by regulations and orders, will, except in cases of reenlistment, be determined at department headquarters, where their descriptive lists and accounts of pay and clothing will be kept. When they are discharged a copy of the descriptive list, upon which will be noted the fact of discharge, with the date, place, and cause, and the character given on the discharge certificate, will be forwarded to The Military Secretary of the Army. (A. R., 99.)

Personal reports noncommissioned staff.

53. Each post noncommissioned staff officer will make such personal reports as may be required by the head of the corps or department to which he belongs. The officer under whose orders these noncommissioned officers are serving will indorse on each separate report his opinion of the manner in which the noncommissioned officer has performed his duties, and the commanding officer will forward the report direct to the chief of the proper bureau or corps. (A. R., 100.)

DESERTERS' CLOTHING AND APPREHENSION.

Disposition.

54. The company or detachment commander will turn over the clothing abandoned by a deserter to the quartermaster, with a certificate showing its condition and the name of the deserter to whom it belonged. (A. R., 115.)

Apprehension deserters—reward.

55. A reward of $50 will be paid to any civil officer having authority to arrest offenders, for the apprehension and delivery to the proper military authorities at a military station, or at some convenient point agreed upon, of any deserter from the military service, except such as can claim exemption from trial under the statute of limitations. The reward will be paid by the Quartermaster's Department, and will be in full satisfaction of all expenses for arresting, keeping, and delivering the deserter. The quartermaster making the payment will report the fact to the commander of the company or detachment to which the deserter belongs. (A. R., 119.)

Expenses enlisted men in pursuit.

56. When enlisted men are sent in pursuit of a deserter, the expenses necessarily incurred will be paid whether he be apprehended or not, and will be reported as in payment of rewards. Should a written order be issued for this duty and a transportation request be furnished the party in pursuit, the name, rank, company, and regiment of the deserter will be stated in the order and also noted on the request. (A. R., 120.)

Reward—how paid.

57. A reward of $50 will be paid to any civil officer or citizen for the capture and delivery at any military post or station, or at some convenient point agreed upon, of an escaped general prisoner. The reward will be paid by the Quartermaster's Department, and will be in full satisfaction of all expenses for arresting, keeping, and delivering the escaped general prisoner.

Report payment.

The payment will be reported to the commanding officer of the post or station from which the prisoner escaped, and

this officer will inform The Military Secretary of the Army of the date of escape and the date and place of capture. (A. R., 127.)

DISCHARGED ENLISTED MEN.

Transportation discharged men.

58. An enlisted man, a resident of the United States, who is discharged while serving in Alaska or outside of the continental limits of the United States, though under circumstances not entitling him to travel allowances, will, if practicable, be brought to the United States on a United States transport at the expense of the Government. Transportation will be furnished at the convenience of the Government and, in the case of men discharged by way of punishment for offenses or because of confinement by civil authorities, the privilege will be forfeited unless it is made use of at the first opportunity. (A. R., 143.)

Final statements.

59. When transportation in kind is furnished a discharged soldier to enable him to reach a paymaster the quartermaster will note on the final statements that "transportation in kind from ——— to ——— has been furnished," stating the cost thereof, which will be deducted by the paymaster. If a soldier, discharged at the place of his enlistment, be furnished with transportation to enable him to reach a paymaster the cost thereof will be ascertained and noted on his final statements, to be deducted by the paymaster. (A. R., 156.)

EXTRA AND SPECIAL DUTY MEN.

Restrictions in duties.

60. Troops will not be employed in labors that interfere with their military duties except in cases of necessity. (A. R., 166.)

Extra and special duty men.

61. Enlisted men detailed to perform specific services which remove them temporarily from the ordinary duty roster of the organization to which they belong will be reported on extra duty if receiving increased compensation therefor, otherwise on special duty. They will not be placed on extra duty, except as bakers or to perform the necessary routine services in the Quartermaster's and Subsistence Departments, without the sanction of the department commander; they will not be employed on extra duty in time of war, nor in time of peace for labor in camp or garrison which can properly be performed by fatigue parties. Allotments of funds for payment of extra-duty men at department headquarters and depots under the control of department commanders will only be made

Funds for payment.

with the approval of the Secretary of War. Duty of a military character must be performed without extra compensation. (A. R., 167.)

Rate of pay.

62. Enlisted men detailed by name on extra duty and employed under competent authority at constant labor for not less than ten days are entitled in time of peace to receive extra-duty pay at the following rates: For services as mechanics, artisans, and school-teachers, 50 cents per day; as barbers, according to A. R. 333; as overseers, clerks, teamsters, laborers, and for all other extra-duty services, 35 cents per day. Enlisted men receiving or who are entitled to the 20 per cent increased pay for foreign service as provided by law are not entitled to extra-duty pay. (A. R., 168.)

Noncommissioned officer—when detailed.

63. The detail of a noncommissioned officer on extra duty, other than that of overseer, will not be made except in cases of emergency without the prior approval of the department commander. A noncommissioned officer will not be detailed on any duty inconsistent with his rank and position in the military service. (A. R., 169.)

Authority War Department.

64. Noncommissioned staff officers and enlisted men of the several staff departments will not be detailed on extra duty without authority from the War Department. They are not entitled to extra-duty pay for services rendered in their respective departments. (A. R., 170.)

Farriers, blacksmiths, wagoners.

65. Company artificers, farriers and blacksmiths, saddlers, and wagoners will not receive extra-duty pay unless detailed on extra duty in the Quartermaster's Department, wholly disconnected from their companies. (A. R., 171.)

Pay.

66. Soldiers on extra duty will be paid the extra rates of pay allowed by law for the duty performed, and for the exact number of days employed; and no greater number of men will be employed on extra duty at any time than can be paid the full legal rates for the time employed from the funds provided. Payments made in violation of the above rules will be charged against the officers who ordered the details. (A. R., 172.)

Attendance at drills, etc.

67. Extra and special duty men will attend as many inspections, drills, and other duties as the commanding officer deems practicable, unless specifically excused by higher authority. (A. R., 173.)

Hours of labor.

68. Extra-duty men will be held to such hours of labor as may be expedient and necessary; but, except in case of urgent public necessity, as in military operations, eight

hours will be considered a day's work. For all hours employed beyond that number, the soldier will receive additional compensation—the extra hours being computed as fractions of a day of eight hours' duration. (A. R., 174.)

Allotments for payment.

69. Separate allotments for extra duty and unclassified civil labor in departments will be announced from the War Department at the beginning of each fiscal year. The department commander will determine all matters incident thereto at each post in his department. The expenditures must be within the allotments and limited to the absolutely necessary demands of the service. (A. R., 175.)

SOLDIERS' HOME.

Admission.

70. An honest and faithful service of twenty years in the Army entitles a soldier to admission to the Soldiers' Home, Washington, D. C. (A. R., 176.)

Transportation to.

71. Transportation to the Home will not be furnished except by authority of the War Department, on the application of the Board of Commissioners; and in such case the officer who pays the account will, as soon as payment is made, forward the original account to the Quartermaster-General, with a letter of transmittal, in which he will state that the account is forwarded so that it may be referred to the treasurer of the Soldiers' Home for repayment to the Quartermaster's Department. The paying officer will take credit for the amount paid on his accounts for the month, and will note thereon the fact that the account was forwarded to the Quartermaster-General, on a specified date, for the purpose aforesaid. (A. R., 178.)

Clothing and subsistence.

72. Commanding officers will not order the issue of clothing or subsistence to be repaid from the funds of the Home. (A. R., 179.)

COURT-MARTIAL AND OTHER TEMPORARY DUTY.

Purchasing quartermasters.

73. Purchasing commissaries and quartermasters, officers on duty at general depots of supply, and others indicated in the preceding paragraph, whether reporting by letter to department commanders or not, are subject to their orders for court-martial or other temporary duty, in an emergency only; such officers, together with those on duty directly connected with the schools mentioned in A. R. 187, shall not be detached without orders from the War Department. (A. R., 188.)

Relative rank of officers and noncommissioned officers.

74. The following are the grades of rank of officers and noncommissioned officers:

1. Lieutenant-general.
2. Major-general.
3. Brigadier-general.
4. Colonel.
5. Lieutenant-colonel.
6. Major.
7. Captain.
8. First lieutenant.
9. Second lieutenant.
10. Veterinarian, cavalry and artillery.
11. Cadet.
12. Sergeant-major, regimental; sergeant-major, senior grade, artillery; master electrician; master signal electrician.
13. Ordnance sergeant; post commissary-sergeant; post quartermaster-sergeant; electrician sergeant; sergeant first class hospital corps; first-class signal sergeant.
14. Quartermaster-sergeant and commissary-sergeant, regimental; chief musician.
15. Sergeant-major, squadron and battalion; sergeant-major, junior grade, artillery; color-sergeant; chief trumpeter, principal musician; battalion quartermaster-sergeant, engineers.
16. First sergeant; drum major.
17. Sergeant; quartermaster-sergeant, company; stable sergeant, battery.
18. Corporal.

In each grade date of commission, appointment, or war rant determines the order of precedence. (A. R., 9.)

POSTS.

Erection temporary buildings by troops.

75. When practicable, temporary buildings for the use of the Army will be erected by its enlisted force, and necessary repairs of public buildings at garrisoned posts not appropriated for or specially authorized will be made by the troops. (A. R., 205.)

Trespassers.

76. Department commanders will supervise all military reservations within the limits of their commands, and, if necessary, will use force to remove trespassers. No license or permission to any civilian to use or occupy any part of a reservation will be given, except by the Secretary of War, unless he be in the employ of the Government, or in

the family or service of persons there employed. (A. R., 209.)

Care of reservations.

77. Military posts, stations, and reservations having been selected for occupation by the military forces, not only for immediate and temporary use, but in most cases for occupation so long as the Government shall exist, department and post commanders are required to see that every consideration is given to their care, preservation, and adornment. They will not only be made useful and healthful to the garrisons, but be made attractive homes for the Army by every means available for that purpose. Commanding officers will give this subject their earnest attention and will make requisitions for such appliances as may be necessary in order to carry out the purpose of this regulation.

Improvement of grounds.

The grounds, as far as practicable, will be improved by utilizing such material as may be available for the purpose. The shrubbery, trees, and forests on the reservation will be kept properly pruned; brush and unsightly trees removed; vines, fruit, and ornamental trees planted and cultivated, and grounds properly ditched or drained. Live trees in the vicinity of the inhabited parts of a military reservation will not be cut down, except on the recommendation of the post council of administration, approved by the post and department commanders. Where reservations are of sufficient extent, and it is practicable, they will be stocked with game, and all native singing birds protected. Where required, requests will be made through the proper military channels to the War Department for supplies of seeds for grass, flowers, vines, fruit and ornamental trees. (A. R., 210.)

Care abandoned posts.

78. Military posts temporarily evacuated by troops, and lands reserved for military use, will be under charge of the Quartermaster's Department. Permanent works of defense, however, and the lands appurtenant thereto, are under the supervision of the Engineer Department. (A. R., 211.)

MESSING AND COOKING.

Supplies.

79. Kitchen and table ware and mess furniture will be supplied by the Quartermaster's Department. Allowances will be announced in orders. Post commanders will enforce rigid economy in regard to such property. Articles broken, lost, or damaged will be charged to individu-

als at fault. Such proportions of company allowances of fuel, illuminating supplies, brooms, and scrubbing brushes as may be necessary for the service of a general mess will be allotted by the post commander. (A. R., 292.)

Soldier in the field.

80. In the field the mess furniture of a soldier will be limited to one tin cup, knife, fork, and spoon, and such device for individual cooking as may be furnished by the Ordnance Department. (A. R., 293.)

POST BAKERIES.

Utensils and furniture.

81. Bread will be baked in post bakeries when practicable. At all permanent posts a suitable building for the purpose, and the necessary utensils and furniture therefor, will be provided by the Quartermaster's Department. The post treasurer, under the supervision of the commanding officer, will have charge of the bakery. (A. R., 331.)

LIBRARIES, READING ROOMS, ETC.

Books—periodicals.

82. At each permanent post suitable rooms will be set apart for use as library, reading room, chapel, and school. The Quartermaster-General will procure and forward to post libraries such newspapers and periodicals, and to post schools such schoolbooks, stationery, and school material for the use of enlisted men as are authorized by the Secretary of War. Newspapers and periodicals will not be taken from the library; schoolbooks will not be taken from the schoolroom except for the proper use of those attending the post school. These books and periodicals are intended especially for the use of enlisted men. Books for post chapel services are not furnished by the Government. The library and reading rooms may be used by officers in such manner as not to interfere with their use by enlisted men. The post commander will detail an officer as post librarian, who will have charge of the post library. (A. R., 337.)

Gymnasiums.

83. At any post where building material can be obtained without expense to the Government, and it is desired to erect buildings by labor of the troops for use as post exchanges, gymnasiums, bowling alleys, and other places of amusement, the post commander is authorized to use the necessary teams and such tools, window sash, doors, and other material as may be on hand and can be spared. (A. R., 345.)

Shipment supplies.

84. The Quartermaster's Department is authorized to transport gymnastic and athletic appliances, purchased with regimental or company funds, for the use of troops, from the nearest market to the post or station of the troops. In all cases of necessary removal the articles supplied for use in bakeries, libraries, reading rooms, schools, and gymnasiums will also be transported by the Quartermaster's Department. (A. R., 346.)

SMALL-ARMS PRACTICE.

Targets—preparation range.

85. The Ordnance Department will provide the requisite targets, streamers, and flags. The quartermaster will set up the targets, prepare the range, and construct shelters for the markers. Flour for making paste for use in target practice will be issued by the commissary. (A. R., 357.)

INDIANS.

Supplies.

86. Indians held as prisoners of war are entitled to receive necessary subsistence, clothing, medicines, and medical attendance. There is no authority of law permitting such supplies and attendance to be furnished to Indians under the care and management of the Interior Department. All Indian prisoners will be reported on the post returns under the following form:

Reports.

Name of tribe.	Number of men.	Number of women.	Number of children above 12 years of age.		Number of children 12 years of age and under.		Date of capture.	Gain.	Loss.	Total.	Total last return.	Remarks.
			Male.	Female.	Male.	Female.						

(A. R., 476.)

PURCHASES FROM INDIANS.

Purchases.

87. Purchases of cattle, hay, grain, fuel, or other produce or merchandise which Indians may have for sale and which may be required for the military service may, with the approval of the Secretary of War, be made from Indians in open market, at fair and reasonable prices, but not exceeding the market prices in the localities where such purchases are made. (A. R., 477.)

CEMETERIES.

NATIONAL CEMETERIES.

Care.

88. National cemeteries, and the records pertaining thereto, are under the charge of the Quartermaster-General. All correspondence between his office and the officers of his Department in charge thereof, and the civil engineers and agents especially employed in connection therewith will be direct, and the monthly reports of superintendents will be forwarded direct to him. (A. R., 489.)

BATTLE-GROUND CEMETERIES.

Interment.

89. In order to secure, as far as possible, the decent interment of those who fall in battle and to establish beyond doubt their identity should it become desirable subsequently to disinter the remains for removal to a national or post cemetery, or for shipment home, it is the duty of commanding generals to set apart a suitable spot near every battlefield, and to cause the remains of the killed to be interred therein and, when practicable, to cause to be placed in the coffin or grave a glass bottle, corked and sealed, containing a slip of paper on which shall be written the name of the decedent, giving the cause and date of death and burial, and in the case of an officer or enlisted man, his rank, company, regiment or corps, and bearing the signature of the surgeon or officer in charge of the interment. It is the duty of the commanding officer to cause to be made a sketch as accurate as the means at hand will permit of the burying places of those falling in battle. (A. R., 490.)

Graves marked.

90. Where conditions make it possible the company commander will be held responsible that every grave of the men of his company who die or are killed on the field is carefully marked with a headboard, or with such other marker as may be authorized for use on the field or in the insular possessions, giving the name, rank, and organization of the decedent. He will report through the proper military channels the date and cause of death, which reports will include a sketch showing the location of the grave, and how marked, in such manner as will enable the same to be readily found by a disinterring corps. When a soldier or civilian employee dies in hospital, the surgeon in charge will be held responsible for similar action and report. (A. R., 491.)

POST CEMETERIES.

How inclosed. **91.** Post cemeteries will be suitably inclosed with a wall or fence of the best material available, and will be maintained by the labor of the garrison. Materials for the construction and repair of fences and headboards will be furnished by the Quartermaster's Department. (A. R., 493.)

Headboards. **92.** At each grave will be placed a headboard, plainly marked with a number and with the name, company, regiment, and date of death of the decedent, the number to correspond to the number in the record of interments. Headboards will be of well-seasoned wood, painted with three coats of white paint, 4 feet long, 10 inches wide, 1⅛ inches thick, and stand 2 feet out of the ground; the inscriptions in black letters 1 inch long. (A. R., 494.)

Ornamentation. **93.** Walks will be 4 feet wide, neatly rounded, and properly drained and graveled when the material is at hand. When practicable, good grass sod should cover the rest of the ground, including the graves, and native trees and shrubs will be preserved or planted for ornament and shade. (A. R., 495.)

Record of interments. **94.** A record of interments will be kept by the quartermaster, which will be turned over by him, when relieved, to his successor, or transmitted to the Qurtermaster-General if the post be discontinued. (A. R., 496.)

Annual report. **95.** A report containing the names of persons buried during the calendar year, giving in each case number and locality of grave, date of death and burial, and, in case of an officer or enlisted man, his rank, company, and regiment or corps, will be forwarded to the Quartermaster-General. (A. R., 497.)

ARTICLE V.

ADVERTISING AND PRINTING.

NEWSPAPER ADVERTISING.

Written authority required. **96.** No advertisement, notice, or proposal for any Executive Department of the Government, or for any bureau thereof, or for any office therewith connected, shall be published in any newspaper whatever, except in pursuance of a written authority for such publication from the head of such Department; and no bill for any such advertising, or publication, shall be paid, unless there be presented, with such bill, a copy of such written authority. (Sec. 3828, R. S.)

General authority.

97. No official advertisement will be published in any newspaper except under special or general written authority of the Secretary of War. Special authority authorizes the publication of a given advertisement a specified number of times in a designated newspaper or newspapers. General authority is granted only to disbursing officers engaged in making frequent purchases and contracts, and authorizes the publication, during a fiscal year, in designated newspapers, of such advertisements for proposals as their duties may require. Such authority will be granted to the office, not to the officer. In making application for authority to advertise, officers will specify the newspapers in which it is deemed advantageous to advertise. Due economy as to the number of newspapers in which an advertisement is to appear will be observed by officers having general authority to advertise, no greater number being used in any case than may be necessary to give proper and sufficient public notice. (A. R., 498.)

Requests for authority.

98. Requests for authority to advertise will be made upon the prescribed blank forms, except that in case of great emergency, the nature of which will be stated, authority to advertise may be requested by telegraph. (A. R., 499.)

99. When necessary to readvertise, owing to rejection of proposals received in accordance with a special authority to advertise, the approval of the Secretary of War must be obtained, as in the first instance; the approval of the original authority to advertise does not confer authority to readvertise. (A. R., 500.)

Number of insertions.

100. Ordinarily advertisements will be given six insertions in daily, or four in weekly, papers. When more than ten days are to intervene between the date of the first publication and the date of opening, those in daily newspapers inviting proposals will at once be given four consecutive insertions, and immediately before the date of opening two consecutive insertions. In case of emergency, advertisements may be given one or more insertions, as time and circumstances permit. (A. R., 501.)

Time and dates.

101. Advertisements in newspapers announcing sales of property or inviting proposals for furnishing labor or supplies will, as a rule, allow thirty days to intervene between date of first publication and date of sale or opening of bids. If necessity require, a shorter period may be allowed, but no period of less than ten days will be designated except in case of emergency. The officer who is accountable for property which is to be advertised for

sale, or who is authorized to invite proposals for furnishing labor or supplies, is the one upon whom devolves the duty of determining whether an emergency exists warranting the designation of a period less than ten days for the publication of the advertisement. No officer will authorize the publication of an advertisement beyond the morning of the day on which the sale or opening of bids is to occur, and no payments will be made for continuing such publication beyond the period authorized. (A. R., 502.)

How worded.

102. Officers will observe conciseness in wording advertisements, and the matter, including the heading and the name and title of the signing officer, must be set up close in one paragraph, without dash or blank lines, leading or display, and in type no larger than that ordinarily used in advertisements. At offices and depots where proposals are frequently invited, it is not necessary to publish in each case the conditions usually imposed upon bidders and contractors; a statement that they will be furnished on application will suffice. The following is a sample of advertisement set up in accordance with these requirements:

> PROPOSALS FOR FIRE HOSE.—Office of Building for State, War, and Navy Departments, Washington, D. C., Nov. 5, 1887.—Sealed proposals for furnishing and delivering unlined Linen Hose, Coupling, and Pipes, for west and center wings of building for State, War, and Navy Departments, in this city, will be received here until 12 m., Nov. 7, 1887, and then opened. Information furnished on application. Envelopes containing proposals should be indorsed "Proposals for Fire Hose," and addressed THOS. LINCOLN CASEY, Col., Engrs.

Advertisements for quartermaster's supplies will conform to the requirements of section 3716, Revised Statutes. (A. R., 503.)

103. Newspapers officially designated for publishing War Department advertisements are required to forward to the chief clerk sworn statements of the commercial rates charged by them to individuals, with their usual discounts, and of any changes made in the same. These statements will give the size of type used in the advertisements and show whether the charges are made by the inch, line, square, or folio, the rate for the first and subsequent insertions, and, if by the square or folio, the number of lines or words constituting a square or folio. Fractional parts of an inch, square, or folio will be paid for at proportionate rates. (A. R., 504.)

Rates.

Vouchers.

104. Vouchers covering bills for advertising in newspapers must, prior to payment, be submitted to the Secretary of War, except in the Philippines Division, where they will be submitted to the division commander, for his approval before payment. They will be prepared by the publisher, in duplicate, upon prescribed forms, and each will have attached a copy of the advertisement cut from the newspaper. No voucher will contain the account of more than one newspaper, nor for more than one advertisement. The date of first and subsequent insertions; number of lines, squares, or folios; number of insertions charged and ordered, and the amount charged will be entered in the proper columns. The column headed "Amount allowed" will be left blank. The receipt should be signed in duplicate by the publisher or proprietor or other person authorized to receipt for money in the name of the paper. Indorsed on the voucher will appear a copy of the authority of the War Department for the publication, stating its number. The accounts thus prepared will be forwarded by the certifying officer direct to the chief clerk of the War Department, except in the Philippines Division, where they will be forwarded to the division adjutant-general for the consideration of the division commander, as soon as practicable after their receipt from the publisher or proprietor of the newspaper in which the advertisement was published, with an indorsement describing the inclosures, preferably on letter of authority, or if the letter of authority is not in the hands of the officer, then by a letter of transmittal. (A. R., 505.)

Accounts presented.

105. Accounts presented to officers for advertisements which they did not order, but which are shown to have been ordered by the Secretary of War to be published in the newspaper presenting the accounts for payment, will be prepared upon the official forms and transmitted to the chief clerk of the War Department in the same manner as other accounts for advertising. The following form of certificate will be used in such cases:

> I certify that the annexed advertisement was cut from the newspaper named in the above account, and that it was inserted in that newspaper for the period stated.

Claims of publishers of official newspapers for advertisements copied from other papers without authority from the Secretary of War will not be paid. (A. R., 506.)

Outstanding bills.

106. In the event of an officer's death or removal, the outstanding bills for advertisements pertaining to his office will be prepared, certified, and forwarded by his successor,

who is authorized to vary the form to correspond to the facts. Officers changing stations will leave with their successors complete records relative to unsettled accounts for advertising. (A. R., 507.)

107. The heads of bureaus of the War Department will furnish officers charged with the publication of advertisements the necessary blanks for compliance with these regulations. (A. R., 508.)

JOB PRINTING.

Department headquarters.

108. The printing required at the several division and department headquarters will be executed under contract, thirty days' notice, when practicable, being given of the opening of proposals. Bids will be invited and contracts made in accordance with the form of proposal and circular of instructions furnished by the Quartermaster's Department. The period of the contract will not extend beyond the end of the fiscal year in which made, and the contract will be submitted to the Secretary of War. (A. R., 509.)

Vouchers.

109. Vouchers covering bills for printing for division and department headquarters will, prior to payment, be submitted to the Secretary of War, except for printing done in the Philippine Islands or in foreign countries near thereto, where they will be subject to the approval of the commanding general of the division, or of the department in case there be no division. They will be made out on prescribed forms, the printing to be so described as to enable computations to be readily reviewed according to the customary methods in use among book and job printers. A sample of the printing will accompany each bill, and on vouchers for work classed as "special" in the circular of instructions, the number of copies and rate per hundred will be stated, and on vouchers for other jobs the date of printing, number of copies, name and amount of type (number of thousand ems), number of tokens of press work, and rates per thousand ems and per token will be stated. The voucher will show grade and quantity of paper furnished by the printer and price charged. The vouchers thus prepared, with the certificate of the officer ordering the work, as to its necessity and propriety, will be forwarded direct to the chief clerk of the War Department, with a letter of transmittal describing the inclosures, except for printing done in the Philippine Islands or in foreign countries near thereto, in which case the vouchers

will be transmitted to the division commander. (A. R., 510.)

Headings.

110. Printed letter and note headings for division and department headquarters will contain only the designation of the headquarters, the office to which the correspondence pertains, post-office address, and blank date. Those for posts, regiments, and schools of instruction will contain only the designation of the post, regiment, or school, post-office address, and blank date. Names of officers or other persons will not be printed on letter or note headings for use in any branch of the military service. (A. R., 511.)

Special cases.

111. Necessary printing in special cases not covered by contracts for printing for division and department headquarters will, as far as practicable, be done by contract after competition, awards being made to the lowest responsible bidders. These contracts and all vouchers covering the service will be submitted to the Secretary of War. (A. R., 512.)

Blank forms.

112. Officers will, as a rule, obtain all blank forms, blank books, etc., by requisition upon the heads of the proper staff departments. (A. R., 513.)

ARTICLE VI.

PURCHASE OF SUPPLIES AND ENGAGEMENT OF SERVICES.

GENERAL PROVISIONS.

Restrictions.

113. No contract or purchase on behalf of the United States shall be made unless the same is authorized by law, or is under an appropriation adequate to its fulfillment, except for clothing, subsistence, forage, fuel, quarters, or transportation, which, however, shall not exceed the necessities of the current year. No officer of the United States shall accept voluntary service for the Government or employ personal service in excess of that authorized by law, except in case of emergency involving loss of life or destruction of property. (A. R., 514.)

Employment of service.

Assistance given.

114. The labor of troops or Government employees, or Government means of transportation, will not be used to enable contractors to fulfill contracts, except in cases of manifest necessity, and then only on the written authority of the proper commander. Full deduction will be made for Government services when rendered. (A. R., 515.)

Foreign production.

115. Articles of foreign production or manufacture for the service of the United States will not be purchased abroad for importation without special authority from the Secretary of War. (A. R., 516.)

116. Articles of domestic production or manufacture will be preferred to those of foreign origin, cost and quality being equal. (A. R., 517.)

Where procured.

117. Supplies, and services not personal, required for the use of the Army, will be procured where they can be purchased the cheapest, quality and cost of transportation and the interests of the Government considered. Except as indicated in A. R. 549, and in the special regulations of the several staff departments, they will be procured only after public notice inviting proposals for the same.

Personal service.

Whoever works personally as a servant of the Government renders personal service under the meaning of section 3709 of the Revised Statutes. Personal services may be either skilled or unskilled; may be rendered pursuant to informal agreement or contract, by individuals or firms, or their agents; but all consideration of material is excluded. (A. R., 518.)

Responsibility.

118. An officer charged with the duty of making a contract or purchase is responsible under the laws and regulations for his action. Permission or orders to make a contract or purchase without inviting competition will not justify the procedure, and will not be given. (A. R., 519.)

ADVERTISING FOR PROPOSALS.

Time required.

119. In cases of large purchases a period of thirty or more days should intervene between date of first publication and of opening proposals. In small purchases from seven to thirty days should intervene, and when the public exigency (constituting an emergency) does not permit seven days to intervene, the period should be for as many days as the circumstances will permit. The existence of such emergency is to be determined by the officer upon whom the duty of making the purchase devolves. Advertising for proposals by newspapers, in accordance with Article L, Army Regulations, will be adopted when time permits, and the quantity or value of the purchase, or character of the services, in the opinion of the purchasing officer, will justify the expense. In such cases A. R. 502 governs as to the number of days to intervene between the first publication and the date of opening proposals. When notice of less than thirty days is given, advertising by circulars

Circulars.

(sent to principal dealers in the localities where the supplies or services are desired, and posted in public places) is permissible. A purchasing officer may advertise by newspapers and circulars at the same time. (A. R., 520.)

Wording.

120. When advertisements or specifications thereunder do not announce fixed standards for articles required, they should be so worded as to permit bids to be considered item by item and awards to be made for the most suitable articles of each kind offered. (A. R., 521.)

Guaranties or certified checks.

121. Whenever it is intended to require that guaranties or certified checks shall accompany proposals, that fact, the amount in which the guarantors are to justify, or, if certified checks are substituted for the guaranties, the amount required and the periods to be allowed after the award for the execution of contract papers and bonds will be stated in the advertisement or specifications. (A. R., 522.)

By whom issued.

122. Advertisements inviting proposals will ordinarily be issued by the officer who is to make the contract or purchase; in special cases, if competent authority so direct, they may be issued by any other officer. (A. R., 523.)

Report.

123. A copy of each advertisement and specification will be promptly forwarded by the officer issuing it direct to the proper bureau of the War Department, together with all information required for a complete understanding of the necessity for the proposed contract or purchase, and in case of notice by circular there will be indorsed on it the names of persons to whom sent, and if issued for a period of less than seven days the reason why a longer period was not allowed will be stated. The forwarding of these notices at time of issuing may be dispensed with at the discretion of the chief of bureau to which the proposed contract or purchase pertains. (A. R., 524.)

Information given.

124. Information in regard to supplies or services for which proposals have been invited will be furnished, on application, to all persons desiring it, but no person belonging to, or employed in, the military service will render assistance in the preparation of proposals. (A. R., 525.)

Examine samples.

125. Bidders for supplies will be informed of the kind, quantity, and quality of articles required, the place, time, and rate of delivery, and conditions of payment. They will be furnished with such specifications as have been adopted, and will be permitted to examine the standard samples at the places where deposited. (A. R., 526.)

Labor.

126. Bidders for labor will be informed of the nature and extent of the services required, where they are to be performed, and the time allowed for performance. They will be furnished with or allowed to examine plans and specifications of all works upon which they desire to bid, and in general will be furnished with any information needed to enable them to act understandingly. (A. R., 527.)

Names of bidders.

127. No person will be informed, directly or indirectly, of the name of anyone intending to bid or not to bid, or to whom information in respect to proposals has been given. (A. R., 528.)

PROPOSALS.

How prepared.

128. Proposals should be prepared in duplicate, or in triplicate if required, in strict accordance with the requirements of the advertisement or specifications. They should make specific reference to the advertisement and to any plans or specifications which may have been furnished. Each proposal should give the place of residence and post-office address of the bidder, with county, State, or Territory, and should be signed by the bidder with his usual signature in full. (A. R., 529.)

How signed.

129. A proposal by a person who affixes to his signature the word "president," "secretary," "agent," or other designation, without disclosing his principal, is the proposal of the individual. Proposals by a corporation should be signed with the name of the corporation, followed by the signature of the president, secretary, or other person authorized to bind it in the matter, who should file evidence of his authority to do so. Proposals by a firm should be signed with the firm name by one of the members of the firm. If the signature to a proposal is that of an officer, attorney, or agent of the corporation, or of an attorney or agent of a firm or individual, and his authority to act on behalf of his principal is not a matter of general notoriety in the locality where the proposals are opened, the officer who opens such proposals should, before considering the same, satisfy himself that the signer is vested with sufficient authority to represent his principal in the transaction. (A. R., 530.)

Numbers and prices.

130. In proposals numbers and prices will be written in words as well as expressed in figures; but when a great variety of articles, such as stationery, hardware, etc., is required, quantities and prices may, if the amounts involved are inconsiderable and the forms of proposals so

indicate, be expressed in figures only. It will be sufficient if specifications are referred to and are declared to form part of the proposal. (A. R., 531.)

Erasures.

131. Erasures or interlineations should be explained by the bidder, in the proposal, over his signature. (A. R., 532.)

Guaranties or certified checks.

132. Guaranties, signed by two responsible parties, or by a qualified surety company, will be required to accompany proposals whenever, in the opinion of the officer authorized to make the contract, they are necessary to protect the public interests, and when so required, no proposal unaccompanied by a guaranty, made in manner and form as directed in the advertisement or specifications, will be considered. At the option of bidders certified checks for the amount of the guaranty required may be received in place of the written guaranty. These checks will be kept in a secure place, and will be returned to bidders by the purchasing officer when no longer required to protect the interests of the Government. (A. R., 533.)

Guaranties how made out.

133. The guaranty will be in duplicate, or in triplicate if required, and will be made out and executed with the necessary justification, in accordance with blank forms furnished by chiefs of bureaus. The certificate of sufficiency of guarantors will be executed in the manner prescribed in A. R., 576. (A. R., 534.)

Sealed and addressed.

134. Proposals, with their guaranties, will be securely sealed in suitable envelopes indorsed and addressed as required by the advertisement, and must be in the possession of the officer addressed before the hour appointed for the opening. No responsibility will attach to an officer for the premature opening of any proposal not so indorsed as to clearly show its character. (A. R., 535.)

Received more than one place.

135. When an advertisement calls for proposals to furnish labor or supplies at more than one place, a separate proposal will be made for performance at each place, but all may be submitted in the same envelope. (A. R., 536.)

Received too late.

136. Proposals received prior to the time of opening will be securely kept. The officer whose duty it is to open them will decide when that time has arrived, and no proposal received thereafter will be considered. (A. R., 537.)

Withdrawal.

137. Before the time for opening any bidder may, without prejudice, withdraw from competition by giving written notice of his decision to the officer holding his bid, and when his bid is reached at the opening it will be returned to him or his authorized agent unread. (A. R., 538.)

Opening.

138. Proposals will be opened and read aloud at the time and place appointed for the opening (bidders having the right to be present), and each proposal will then and there be numbered and entered on an abstract, the articles being entered in the order in which they are to appear on the returns. Articles to be procured by contract will be abstracted separately from those to be procured on written acceptance. If the number of proposals is large, those relating to specific articles or classes of articles may be entered on separate abstracts. The number of each proposal, with the quantities and prices of articles offered and dates of delivery, will appear in the proper colums, and a copy of the advertisement or notice under which the proposals are received, with a copy of the specifications, if any, will be attached to the upper left-hand corner of the abstract. When two or more sheets are used for the abstract, they will be properly fastend together and paged on the upper right-hand corner. (A. R., 539.)

How numbered.

139. Proposals will be separately folded and numbered as vouchers to the abstract. They will not be fastened together nor to contracts, except to the copy required to be sent to the returns office of the Department of the Interior. (A. R., 540.)

Action—where forwarded.

140. When proposals are received at a post, unless by an officer authorized to make the award, as in cases involving small expenditures, they and the abstract will be forwarded to department headquarters, with the recommendations of the receiving officer and the post commander as to the person to whom the award should be made. When a purchasing officer, acting under the direct supervision of a chief of bureau, has invited and received proposals, he will make the award and execute the necessary papers, unless otherwise directed by the chief of bureau. (A. R., 541.)

AWARDS.

Award.

141. When proposals for supplies for the general service of a department are received at its headquarters, the chief officer of that branch of the staff to which they pertain will submit them to the department commander, and, under his supervision, will make the award and execute the necessary papers, unless, under existing orders, the action of higher authority is necessary. (A. R., 542.)

Right to reject.

142. Except in rare cases, when the United States elects to exercise the right to reject proposals, awards

will be made to the lowest responsible bidder whose proposal for furnishing a proper article is not unreasonable. (A. R., 543.)

Irregularities.

143. Slight failures on the part of a bidder to comply strictly with the terms of an advertisement should not necessarily lead to the rejection of his bid, but the interests of the Government will be fully considered in making the award. (A. R., 544.)

Ability of bidders.

144. When no guaranty is required, bidders must, if called upon by the awarding officer, furnish satisfactory evidence, before the award is made, of their ability to carry their proposals into effect. (A. R., 545.)

Abstract of proposals.

145. The accepted quantity and price will be noted on the abstract of proposals in the column of "Remarks," opposite the name of the bidder. If a bid is rejected and one at a higher price accepted, the reason for the rejection will be written in the column of remarks. When contracts are made, the fact will be stated in the abstract. (A. R., 546.)

ABSTRACTS OF PROPOSALS.

Abstract to War Department.

146. A copy of each abstract, in those cases where contracts are to be entered into, made as directed in A. R. 539, 541, and 546, accompanied by a duplicate of each proposal received, will, as soon as considered, be forwarded to the proper bureau of the War Department. When the purchase of supplies or engagement of services is made through written proposal and written acceptance only, the abstract and proposals need not be forwarded unless specially directed. (A. R., 547.)

FORMS OF AGREEMENT.

Purchases—how made.

147. A purchase of supplies or engagement of services will be made:

1. By contract, "reduced to writing and signed by the contracting parties with their names at the end thereof." Agreements of this character only are termed "contracts" in these regulations. This method will, subject to such exceptions as may be authorized by regulations of particular staff departments, be used when delivery or performance does not immediately follow an award or bargain.

2. By written proposal and written acceptance. This method may be resorted to when delivery or performance immediately follows award or bargain or when specifically authorized by the regulations of the staff department concerned.

3. By oral agreement. This method may be used under circumstances indicated in A. R. 549 if delivery or performance immediately follow the agreement. (A. R., 548.)

Open market purchases.

148. An open-market purchase of supplies or engagement of services is one made without advertising, and is authorized in the following cases:

1. In an emergency, as when the public exigencies require immediate delivery or performance and there is no time to advertise by newspapers, posters, or circulars.

2. When it is impracticable to secure competition.

3. When proposals have been invited and none have been received.

4. When proposals are above the market price or otherwise unreasonable. (A. R., 549.)

Prices from dealers.

149. Before making a purchase in open market the officer will inform himself concerning prevailing prices by inquiry among principal dealers in his locality. (A. R., 550.)

From Indians.

150. Open purchases for the military service on or near an Indian reservation will be made as far as practicable from the Indians, under the conditions set forth in A. R. 477, when fair and reasonable rates, not exceeding the market prices in the locality, can be obtained. (A. R. 551.)

Emergency purchases.

151. An officer of any department who makes an open-market emergency purchase (A. R. 549, 1) exceeding $200 in amount will transmit with his monthly money accounts a report setting forth the number of the voucher, the date and place of purchase, name of seller, the kind and total money value of supplies so purchased, and the reasons for the mode adopted in each case. The head of the bureau will submit these reports to the Secretary of War. (A. R., 552.)

CONTRACTS.

Forms.

152. Contracts will be made on forms furnished by the chiefs of bureaus, in cases where such forms are applicable, and those forms will be modified only to such extent as is necessary. When modifications are made they must be fully explained over the signatures of the contracting parties. All conditions of the contract will be stated therein as fully and clearly as possible. (A. R., 553.)

How made.

153. Contracts will be made in the name of, and will be signed by, the officer designated by the chief of bureau to which the contracts pertain. They will not be made at posts unless ordered by superior authority, and they will

not be so ordered unless the stores or services required, of proper quality or kind, can be procured as cheaply there as elsewhere. (A. R., 554.)

By chiefs supply departments.

154. At territorial department headquarters (Philippine Islands excepted) contracts may be made by chiefs of supply departments for purchasing fuel, forage, fresh meat, ice, and fresh vegetables, subject to the approval of the commanding general of the department, to whom the contracts will be forwarded, accompanied by the abstract required by A. R. 539, and who before approval will subject them to careful scrutiny and exercise the intervening authority conferred by A. R. 754. In the Philippine Islands the same authority is extended to the chiefs of supply departments at territorial division and department headquarters, and to the depot commissary at Manila, when making contracts for supplies for the Army and for rendering services other than personal. (A. R., 555.)

Where approved.

155. Purchasing officers of the several staff corps and departments, who are under the direct supervision of the chiefs of their respective bureaus, are authorized to make contracts for the purchase of supplies and for rendering services other than personal, without the approval of the chief of bureau in each specific case, subject to such restrictions and regulations as may be prescribed by the chief of bureau to which the supplies or services pertain. (A. R., 556.)

With partners.

156. When a contract is entered into with a partnership, the individual names of the partners should be given in the body of the instrument, with the recitation that they are partners composing a firm, which should be named, and it may be signed in the name of the partnership by one of the partners, who will append his own signature as one of the firm. (A. R., 557.)

With a corporation.

157. A contract of a corporation should have the name of the corporation written in the body of the instrument, as one of the parties thereto, and should be signed by the officer or person who has been authorized to contract in its behalf, who should sign the corporate name and his own. The contracting officer will, in all cases, satisfy himself that the signer has authority to bind the corporation, and will either require from him satisfactory evidence thereof, and file the same with the contract, or will certify on the contract that he has satisfied himself of the signer's authority and has waived this requirement. If evidence be filed with the contract, it should consist of extracts

from the articles of incorporation, the by-laws, or the minutes of the board of directors, duly certified by the custodian of such records under the corporate seal (if there be one) showing the signer to be properly vested with authority to bind the corporation. (A. R., 558.)

Number of copies.

158. All contracts will be executed in triplicate. One number is for the Auditor for the War Department, one for the head of the bureau to which the contract pertains, and one for the contractor. Two copies will be made, one for the contracting officer, and the other for the Returns Office of the Department of the Interior. (A. R., 559.)

Where forwarded.

159. The three numbers of the contract will be forwarded to the head of the proper bureau for examination and for approval, if such approval is required. Should any illegality be discovered, it will be submitted to the Secretary of War. (A. R., 560.)

Returns Office.

160. The copy of the contract for the Returns Office of the Department of the Interior will be transmitted thereto through the head of the bureau to which the contract pertains, as soon as possible after the contract has been made and approved, and within thirty days, together with one copy of all bids, offers, and proposals made by persons to obtain the contract, and by a copy of the advertisement; all of which will be fastened together with a ribbon and seal, and numbered in regular order, with the affidavit of the contracting officer appended in the following form:

I do solemnly swear that the copy of contract hereto annexed is an exact copy of a contract made by me personally with ——— ———; that I made the same fairly, without any benefit or advantage to myself, or allowing any such benefit or advantage corruptly to the said ——— ——— or any other person; and that the papers accompanying include all those relating to the said contract, as required by the statute in such case made and provided. (A. R., 561.)

Auditor

161. The number of the contract for the Auditor for the War Department will be sent to him by the head of the bureau to which the contract pertains, and in case of a purchase made by an officer of the Quartermaster's or Subsistence Department after public notice of seven days or more, this number must be accompanied by a copy of the advertisement, a certificate of the contracting officer as to the time and manner of its publication, and his certificate that the award was made to the lowest responsible bidder for the best and most suitable article. (A. R., 562.)

Where finally transmitted.

162. All papers relating to or affecting the performance of any contract will finally be transmitted to the bureau of the War Department to which the contract pertains, except as provided in A. R. 709. (A. R., 563.)

MARKING SUPPLIES BY CONTRACTORS.

How marked.

163. Contractors furnishing supplies will mark and distinguish them with their names and with such other designations as shall be directed by the purchasing officer. (A. R., 564.)

BONDS OF DISBURSING OFFICERS, BIDDERS, AND CONTRACTORS.

Disbursing officer's bond.

164. Disbursing officers of the Quartermaster's, Subsistence, and Pay departments, before entering upon the duties of their respective offices, will give bonds as required by law. Chiefs of bureaus will see that such bonds are examined as to sufficiency of sureties at least once in two years, and renewed once in four years, or more frequently if necessary. (A. R., 565.)

Sureties to bonds.

165. Sureties to bonds given by disbursing officers will be bound jointly and severally for the whole amount expressed therein, and must satisfy the Secretary of War that they are worth, jointly, double such amount, each surety making affidavit that he is worth that sum over and above his debts and liabilities, and stating in the affidavit his place of residence. (A. R., 566.)

When required.

166. Bonds for the faithful performance of contracts for supplies or service will be required when the consideration is $5,000 or more and the contract can not be fully performed within sixty days from its date.

Bonds may be exacted or, in the discretion of the chiefs of bureaus concerned, waived in all other cases, except that bonds required under A. R. 570 will not be waived.

Amount of penalty.

The amount of penalty in a contractor's bond will be fixed by the contracting officer, and will not be less than one-tenth nor more than the full amount of the consideration of the contract. (A. R., 567.)

How executed.

167. When bonds for the faithful performance of contracts are exacted they will be made and executed with the necessary justification and certification of sufficiency of sureties, in accordance with the instructions printed on the blank forms of contractors' bonds furnished by the chiefs of bureaus. Such bonds must be executed by the

contractor as principal and by a surety company or by at least two sufficient and responsible persons, who must be citizens of the United States, as sureties. Each must affix his signature and seal, and each signature must be attested by at least one witness. When practicable there will be a separate witness to each signature. Sureties to bonds executed in any foreign country, or in the Philippine Islands, Porto Rico, or Hawaii, for the performance of contracts entered into in those places, need not be citizens of the United States. (A. R., 568.)

Where sent.

168. Contractors' bonds will be executed in duplicate, one to accompany the number of the contract which is sent to the Auditor for the War Department, and the other forwarded to the head of the bureau to which the contract pertains. (A. R., 569.)

Payment for labor and material.

169. When a contract is entered into for the construction of any public building, or the prosecution and completion of any public work, or for repairs on any public building or public work, the contractor will be required, before entering upon performance of the same, to include in the bond given for the faithful performance of the contract the further obligation that he will promptly make payments to all persons who supply him labor and materials for the prosecution of the work provided for in such contract. A certified copy of this contract and bond will be furnished to any person who has supplied such labor or materials, upon his application to the War Department, accompanied by an affidavit that the labor or materials have been supplied by him and have not been paid for by the contractor. (A. R., 570.)

Security companies.

170. A company duly incorporated under the laws of the United States, or of any State, and legally authorized to guarantee bonds, may be accepted as surety under the conditions prescribed in this article. Lists of such security companies as have conformed to the requirements of law will be published from time to time by the War Department. A firm, as such, will not be accepted as surety, nor a partner for a copartner or firm of which he is a member. Stockholders who are not officers of a corporation may be accepted as sureties for such corporations. (A. R., 571.)

If a corporation.

171. When the principal of the bond is a corporation, a copy of the record of the selection of the officers executing the bond in its behalf, and a copy of the by-law or other record of the proceedings of the governing body of

the corporation, showing their authority to execute the same, will be attached to the bond; these copies to be certified by the custodian of such records, under the seal of the corporation, to be correct copies. (A. R., 572.)

A corporation when accepted.

172. Before a corporation will be accepted as surety there must be filed with the Secretary of War, or attached to the bond, a copy of the record of the selection of the officers who have authority to execute the bond or bonds on behalf of the company, as well as a copy of the by-laws or other records showing their authority; these copies to be duly certified by the custodian of such records, under the seal of the corporation, to be correct copies. There will also be filed with the Secretary of War an itemized statement of the financial condition of the company, showing its assets and liabilities, signed and sworn to by the president and secretary of the company. The financial statement will be furnished quarterly without being called for, and the evidence as to the selection of the officers of the company will be furnished immediately after their election, and whenever any change is made in their authority to execute bonds evidence thereof will be immediately furnished. (A. R., 573.)

173. Before a corporation will be accepted as surety it must obtain authority in writing from the Attorney-General to do business, under the act of August 13, 1894, and must file with the Secretary of War a copy of such authority, duly certified as a true copy by the Department of Justice. (A. R., 574.)

174. Before a corporation will be accepted as surety on the bond of a principal residing in a State or Territory other than the one in which it was incorporated it must comply with the requirements of section 2 of act of August 13, 1894, as to the appointment of an agent on whom process may be served, etc., and must file with the Secretary of War a copy of the power of attorney to such agent, authenticated under the seal of the United States district court for the judicial district within which the agent resides, or the certificate of the Department of Justice that the company has complied with the provisions of section 2 of said actof August 13, 1894. (A. R., 575.)

Sureties, if individuals.

175. The sureties, if individuals, must jointly justify in double the amount of the penalty. The affidavit of justification must be taken before a person authorized by the laws of the United States, State, Territory, or District to administer oaths. Justification will be followed by the

certificate of a judge or clerk of a United States court, a United States district attorney, a United States commissioner, or a judge or clerk of a State court of record, with the seal of said court attached, that the sureties are known to him, and that, to the best of his knowledge and belief, each is worth, over and above all debts and liabilities, the sum stated in his affidavit of justification. If found necessary, separate certificates may be furnished as to each surety. The affidavits of justification of sureties to contractors' bonds executed in any foreign country, or in the Philippine Islands, Porto Rico, or Hawaii, may be taken before a notary or any other officer having a seal and who by the laws of the place is authorized to administer such oaths, the official seal of the notary or other officer to be affixed. The certification of sufficiency of such sureties may be made by a United States consul, if any, by a notary, or by the judge or clerk of any court in such place having a seal, the official seal of the officer or court to be affixed. The regular blank forms of bonds when used as above will be modified accordingly and the changes will be fully explained over the signatures and seals of all parties to the bond. (A. R., 576.)

In foreign countries.

When guarantor may be accepted.

176. A guarantor, or the guarantors, to a bidder's guaranty may be accepted as surety, or sureties, to the bond of the same person as contractor, provided such guarantor or guarantors are able to justify as required for the bond. (A. R., 577.)

Principal and surety to sign and seal.

177. The principal and surety must sign and seal the bond. The corporate seal of the corporation must be affixed to the bond by some person duly authorized, who must also affix the name of the corporation to it, followed by his own signature and official designation written after the word "by." The names and places of business of the principal and surety must be written in the body of the bond. (A. R., 578.)

Bonds when renewed.

178. In case of financial embarassment, failure, or other disqualifying cause on the part of the surety to a bond, the Secretary of War will require the bond to be renewed to his satisfaction, upon notification to the principal. Official bonds may not be renewed at the will of the principal or surety, but only by direction of the Secretary, and the substitution of one corporate company for another as surety on a bond will not be permitted except by direction of the Secretary, or after the bond has run for a period of four years, when a renewal thereof is required by law. (A. R., 579.)

179. Every bonded officer who files a new bond will close his account under his former bond and open a new account under his new bond; this to enable the Treasury Department to definitely fix the responsibility of each bond. (Cir. 48, A. G. O., 1899.) Account closed when bonds are renewed.

ARTICLE VII.

MONEY ACCOUNTABILITY.

PUBLIC MONEYS.

180. The use of moneys for purposes other than those for which appropriated, liquidation of liabilities of one fiscal year by use of moneys appropriated for another, and expenditures in a fiscal year of any sum in excess of appropriations for that year, or involving the Government in any contract for future payment of money in excess of appropriations, except as authorized by A. R. 514, are prohibited. (A. R., 580.) Use of money.

181. Chiefs of bureaus will see that funds in the hands of a disbursing officer are limited to his requirements for a brief period, and that as much as practicable of public moneys placed to his credit is kept with the Treasurer or an assistant treasurer of the United States. Estimates for funds should state the most convenient places of deposit. (A. R., 581.) Funds limited.

182. Lists of national-bank depositories designated for the use of disbursing officers, with the amounts of securities filed by each with the United States Treasurer, will be published from time to time in orders from the War Department. (A. R., 582.) Depositories designated.

183. Where there are two or more designated depositories in the same place, credit should be so regulated by each disbursing officer there stationed as to maintain, as far as possible (by deposits, disbursements, and transfers), a proportion between the amount of his credit at each depository and the amount of securities filed by it with the United States Treasurer. Transfers from one depository to another are not authorized except through the Treasury Department. (A. R., 583.) Two in same place.

DISBURSING OFFICERS.

184. When an officer disburses money in different capacities, his deposits and accounts will be kept distinct, according to the bureaus to which they pertain. (A. R., 584.) Different capacities.

Payments only when due.

185. Disbursing officers will not pay an account until it is due. In cases of contracts for the performance of service or delivery of articles, payment will not exceed the value of services rendered or articles actually delivered. (A. R., 585.)

Restrictions.

Public funds deposited.

186. Public moneys subject to disbursement coming into the hands of an officer from any source must be promptly placed by him to his credit with the Treasurer or an assistant treasurer of the United States, or a duly designated depository, or transferred to a disbursing officer of that branch of the public service to which the money pertains; in either of which cases a receipt will be obtained. Exceptions to this rule are allowed in the cases and to the extent authorized by A. R. 587 and 588, and in those cases where officers have been specially authorized by the Secretary of War, when stationed on the extreme frontier or at places far remote from depositories, to keep at their own risk such moneys as may be intrusted to them for disbursement; and moneys in hand may be disbursed at once without being placed in depositories if payments are due. (A. R., 586.)

Recruiting officers.

187. Recruiting officers stationed at places where there is no treasurer or assistant treasurer of the United States are authorized to keep on hand at their own risk moneys pertaining to the appropriation "Subsistence of the Army" in such restricted amounts as may be necessary for facilitating payments of public creditors. In places where there is a treasurer or assistant treasurer of the United States such funds must be deposited and drawn for by official checks to be obtained from those officers. (A. R., 587.)

Ceasing to act.

188. A disbursing officer ceasing to act as such and having public funds to his credit in any office or bank will at once inform the Secretary of the Treasury, stating what checks drawn against the same are still outstanding and unpaid. (A. R., 589.)

Deposits in Treasury.

189. All amounts of money held at the end of each fiscal year by the Treasurer, an assistant treasurer, or a designated depositary, credited to a disbursing officer whose account has remained unchanged, either by deposit or payment, for the space of three years, shall be covered into the Treasury, to be placed to the credit of such officer, if it be found that he is entitled to the credit. (A. R., 590.)

Concerned in purchases or sales.

190. No officer disbursing money for the military service, or directing the disbursement thereof, shall be concerned individually, directly or indirectly, in the purchase or sale of any article intended for, used by, or pertaining

to the department of the public service in which he is engaged. (A. R., 591.)

Concerned in claims against Government.

191. No officer or clerk of a disbursing officer shall be interested in the purchase of any soldier's certificate of pay due, or any other claim against the United States. (A. R., 592.)

Persons in military service.

192. Officers or agents in the military service will not purchase supplies for the Government from any other person in the military service, nor contract with any such person to furnish supplies or service to the Government, nor make any Government purchase or contract in which such person shall be admitted to share or receive benefit. (A. R., 593.)

Gambling.

193. If any disbursing officer shall bet at cards or any game of hazard, his commanding officer will suspend his functions, require him to turn over all public funds in his keeping, and will immediately report the case to the proper bureau of the War Department. He will also report the case to the Department commander, who will at once convene a court-martial for the trial of the officer. (A. R., 594.)

Official signature.

194. Every disbursing officer, in opening his first account and before issuing any checks, will furnish the depositary on whom the checks are to be drawn with his official signature, duly verified by some officer whose signature is known to the depositary. (A. R., 595.)

Notification of credits.

195. For every Treasury draft received by a depositary to be placed to the official credit of a disbursing officer, and for every deposit of funds made by the officer to his official credit, subject to payment of his checks, a receipt, numbered in serial order, and giving the place and date of issue, will be furnished him by the depositary, setting forth the character of the funds, i. e., whether coin or currency. If the credit is made by a disbursing officer's check transferring funds, the essential items of the check will be enumerated, and if by a Treasury draft the warrant number. The title of the officer will be expressed, and the title of the account will also show for what branch of the public service it is kept. The receipt, called "a disbursing officer's receipt," will be retained by the officer in whose favor it is made. (A. R., 596.)

Expense of collection.

196. An officer is not authorized to insure public money or property, and he will not be allowed credit for any expense paid for the collection of money on checks, except as provided in A. R. 1106 for military attachés serving abroad. (A. R., 597.)

TRANSFERS.

Transfer of funds.

197. Public funds will, in general, be transferred as follows: Where the accounts are both in the same office or bank, the officer making the transfer will draw his check directing the depositary to place a stated amount to the official credit of the officer named therein. The check will be sent to the depositary and not to the officer in whose favor it is drawn. If it is necessary that the officer to whom the funds are transferred shall receive them without delay, the transferring officer may draw his check and transmit the same direct to the officer requiring them. In either case, receipts for the funds are sent by the receiving officer and the corresponding invoices are sent to the receiving officer. Transfers of public funds from one office or bank to another are made by the Secretary of the Treasury on the recommendation of the Secretary of War. (A. R., 598.)

Appropriation.

198. Funds will not be transferred from one appropriation for the use of another by borrowing or otherwise. (A. R., 599.)

CHECKS.

Checks—how drawn.

199. A disbursing officer may draw his check in favor of himself "or bearer," (a) for making payments of amounts not exceeding $20; such checks shall bear indorsed upon them the names of the persons to whom the amounts drawn are to be paid, or accompanied by a list or schedule, made a part of the checks, containing the same information; for making payments at a distance from a depository; or, (b) for making payments of fixed salaries due at a certain period, if the check be not drawn more than two days before the salaries become due. In all other cases checks will be made payable to "order" or "bearer," and will be drawn only in favor of the persons, firms, or corporations, by name, to whom the payments are to be made. (A. R., 600.)

Instructions.

200. Each check of a disbursing officer must state on its face the address of the officer drawing it, the object of the expenditure, and, in case of payment to officers or enlisted men, the period covered by the payment. Such statements must be brief, but clear—as, for instance, "pay," "pay roll," or "payment of troops," adding the post or station; "purchase of subsistence" or of other supplies, naming them; "on contract for construction," mentioning the fortification or other public work for which the pay-

ment is made; "payments under $20," etc. Payment is refused on all checks where this requirement is disregarded, and report of the fact made to the Treasury. Rubber stamps or the typewriter will not be used to fill in dates, payees' names, or the amounts of checks issued in payment of the public creditors. (A. R., 601.)

Officers disbursing funds in more than one staff department.

201. Officers serving in and disbursing funds pertaining to more than one staff department, and officers assigned to duty in any of the staff departments, will, in issuing checks, confine the designation of their official capacity to their rank and the particular staff department on account of which the checks are drawn. (A. R., 602.)

Loss of checks.

202. When an original check of a disbursing officer, not exceeding $2,500 in amount, has been lost or destroyed, a duplicate check may be issued by him, after six months and within three years of the date of the original, upon the owner filing with him the notice and proof of loss and the indemnity bond required by sections 3646 and 3647, Revised Statutes, and act of February 16, 1885. In case the disbursing officer who issued the original check is no longer in the service, the notice and proof of loss and the indemnity bond will be sent to the Secretary of the Treasury prior to the issue of a duplicate check. The proper accounting officer of the Treasury will state an account in favor of the owner of said check and charge the amount thereof to the account of such officer. Instructions for the execution and use of the affidavit and bond, and the issue of the duplicate check, accompany the blank form furnished by the Treasury Department. (A. R., 603.)

Death, resignation, or removal.

203. In case of the death, resignation, or removal from active service of a disbursing officer, any check previously drawn by him, and not presented for payment within four months of its date, will not be paid until its correctness shall have been attested by the Secretary or Assistant Secretary of the Treasury. (A. R., 604.)

Presented within three years.

204. A check drawn by a disbursing officer still in active service, presented before it shall have been issued three full fiscal years, will be paid in the usual manner by the office or bank on which it is drawn, and from funds to the credit of the drawer. (A. R., 605.)

Returns outstanding checks.

205. At the close of each fiscal year every disbursing officer will make a return to the Secretary of the Treasury, through the proper channels, of all outstanding checks issued by him three years or more prior thereto, giving the names of payees and their residences when

known, the purposes for which and places on which the checks were drawn, with amounts, numbers, and dates of same, and the numbers of the vouchers received therefor. (A. R., 606.)

Balances at depository.

206. At the close of each fiscal year all amounts remaining to the credit of a disbursing officer, represented by checks or drafts drawn upon the Treasurer, an assistant treasurer, or any designated depositary, three or more years prior thereto, will be covered into the Treasury and there stand to the credit of the payees in an appropriation account denominated "outstanding liabilities." (A. R., 607.)

Checks paid at Treasury.

207. A check which has been issued for a longer period than three full fiscal years will be paid only by the settlement of an account in the Treasury Department. For this purpose the check will be transmitted, through the proper channels, to the Secretary of the Treasury. (A. R., 608.)

OFFICIAL CHECK BOOKS.

Rules for issue.

208. Official check books are issued by the Treasurer and assistant treasurers of the United States direct to disbursing officers who have public money on deposit with them. Rules for issue, transfer, etc., of these check books accompany each book. In making payments only official checks will be used. (A. R., 609.)

By whom furnished.

209. Official check books on national-bank depositories are furnished by chiefs of bureaus, by whom records of blank checks issued will be kept and to whom unused checks will be returned. Rules for issue, transfer, etc., of these check books accompany each book. The chief of bureau issuing a check book on a national-bank depository will keep a complete record of its size, its character, the serial numbers of its checks, and when and to whom issued.

When an officer transfers such book, or any of its unused checks, he will immediately advise the chief of bureau by whom it was issued of the serial numbers, inclusive, so transferred, forwarding a receipt therefor, that the necessary change in the record may be made. When an officer ceases to act as a disbursing officer or agent he should transfer all unused checks to his successor as above provided, or, if there be no successor, return them to the chief of bureau by whom issued. Should any officer make

an erasure or alteration of any of his checks, however slight, he will certify to the correctness of such erasure or alteration on the upper margin of such check. (A. R., 610.)

Mutilated checks.

210. Mutilated or spoiled official checks upon the United States Treasurer or assistant treasurer will be forwarded promptly to the office to which they pertain, but mutilated or spoiled checks upon a national-bank depository will be forwarded promptly, for preservation and future reference, to the chief of bureau by whom issued, who will acknowledge the receipt of such checks. In either case a record of the dates of both cancellation and transmission will be entered on the stub. (A. R., 611.)

CERTIFICATES OF DEPOSIT.

Treasury deposits.

211. Public moneys are transferred to the general Treasury by being deposited to the "credit of the Treasurer of the United States," either at the Treasurer's Office, or at the office of one of the assistant treasurers, or at one of the designated depositories. All "miscellaneous receipts on account of proceeds of Government property" (A. R., 619) must be deposited; also, when required by chiefs of bureaus to which the funds pertain, the public moneys in the possession of, or to the credit of disbursing officers or others. For each deposit made a "certificate of deposit" in duplicate will be given, showing the full name, rank, regiment, or corps of the depositor, and to what appropriation or fund the amount belongs, the depositor giving the necessary information when making the deposit. (A. R., 612.)

Certificates of deposit.

212. The "originals" of all certificates of deposit are required by law to be forwarded by the depositaries direct to the Secretary of the Treasury; the "duplicates" are filed by the depositing officers with their retained papers. Immediately upon making a deposit to the credit of the Treasurer of the United States the depositing officer will notify the proper chief of bureau of the fact, stating the number of the certificate of deposit, the name of the depository, the date of the deposit, the amount, the appropriation to which the money pertains, and whether the amount arose from proceeds of sales, or is a repayment of an unexpended balance, or a refundment on account of errors in accounts or returns. If the deposit is on account of the indebtedness of any person other than the depositing officer, the source from which the money was derived

and the object of the payment will be distinctly stated and reference made to the vouchers, if any, to which the deposit pertains. (A. R., 613.)

Funds of other staff departments.

213. A disbursing officer of one staff department making stoppages on account of the funds or property of another staff department will, in the absence of special instructions to the contrary, deposit the funds so received, and not leave them to be transferred upon the settlement of his accounts at the Treasury. (A. R., 614.)

Deposits with paymaster.

214. Nothing in the two preceding paragraphs will be construed to affect the existing system of depositing collections by paymasters of the Army. Whenever an officer refunds money to the Government by payment to an army paymaster, duplicate descriptive receipts will be issued by the latter for the amount refunded.

The paymaster will, with the least practicable delay, forward, without letter of transmittal, the original receipt direct to the Paymaster-General of the Army and furnish the officer with the duplicate. (A. R., 615.)

Note deposits on account current.

215. The number, date, and amount of the certificate of deposit, together with the specific appropriation, if named, will be noted on the account current upon which the depositor desires to be credited with the money deposited. Certificates of deposit will not be filed with accounts current. Officers will state in such accounts dates of deposits and name and location of depository. (A. R., 616.)

Disposition certificates deposit.

216. Certificates of deposit must be recorded in the proper bureaus of the War Department. The "originals," upon their receipt at the Treasury, are immediately forwarded to the Secretary of War, who refers them to the proper bureaus to which the deposits pertain for verification and designation of the appropriation. (A. R., 617.)

PROCEEDS OF SALES.

Instructions.

217. Moneys received for stores, materials, or supplies (except subsistence stores) sold to officers or enlisted men, to exploring or surveying expeditions authorized by law, or to a State or Territory for the use of its national guard or militia will be deposited to the credit of the Treasurer of the United States, and respectively revert to the appropriations out of which originally expended. Proceeds of sales of useless ordnance material and the cost of ordnance issued or sold to the several States are expended under conditions prescribed by law. Proceeds of sales of subsistence supplies are immediately available for the purchase of fresh supplies. (A. R., 618.)

How deposited.

218. The proceeds of sales of all public property the disposition of which is not provided for by the preceding paragraph, after the expenses of sale have been deducted, will be deposited to the credit of the Treasurer of the United States as "Miscellaneous receipts on account of proceeds of Government property," for which certificates of deposit will issue, showing the name, rank, regiment, or corps of the depositor, the nature of the deposit, the kind of property, and the bureau to which it pertained. (A. R., 619.)

Expenses of sale.

219. The act of June 8, 1896, authorizing the payment of expenses "as approved by the accounting officers of the Treasury" incurred in the sale of old material, etc., from the gross proceeds thereof, and the payment into the Treasury of the net proceeds only, does not require that such expenses shall be so approved before payment, but simply that an itemized account thereof shall be rendered to the accounting officers for settlement as any other item of expenditure of Government funds. (Davis, Par. 616, of 1901.)

Employment of auctioneer.

220. When necessary to employ a civilian auctioneer for the sale of public property, quartermasters, when practicable, will determine, before employment, the amount he shall be paid for the service. This should be reasonable. In case of fees, the percentage should be that usually obtained in that locality, and under this form of payment the auctioneer should bear all the expenses of advertisement.

For ordinary sales the services of a clerk or employee should be utilized as auctioneer without expense to the Government.

TRANSFERS OF PROPERTY BETWEEN BUREAUS.

Not regarded as sales.

221. The transfer of public property from one bureau or Department to another is not regarded as a sale. If money is received therefor, it may be used to replace such stores and will be reported accordingly. (A. R., 620.)

Vouchers.

Vouchers for services or supplies furnished by one department, bureau, or office to another Department, bureau, or office must be sent directly to the Treasury Department for settlement.

Deposition of payments when made.

Payments by one officer of the Government directly to another for services or supplies furnished by one Department, bureau, or office should, as a rule, not be made; but when made the amount received should be deposited to the credit of the proper appropriation, taking triplicate

certificates of deposit for the same, one of which must accompany the voucher. (Circular 14, A. G. O., 1902.)

APPROPRIATIONS.

Fiscal years.

222. The fiscal year ends on June 30. The quarters of the fiscal year are as follows: First quarter, July 1 to September 30; second, October 1 to December 31; third, January 1 to March 31; fourth, April 1 to June 30. (A. R., 621.)

Remittances.

223. Chiefs of bureaus, in notifying officers of remittances, will inform them of the amount remitted under each head of appropriations, giving the designation by fiscal years when necessary. (A. R., 622.)

Fiscal years funds pertain.

224. Accounts current, abstracts, and vouchers, including transfers and refundments, will have noted on the face and also in the brief on the back the fiscal year to which the funds pertain. (A. R., 623.)

Account current confined to one fiscal year.

225. No account current, except in the Pay and Ordnance Departments, will contain accounts of different years; and no item will be entered thereon unless it pertains to the fiscal year to which the account belongs. (A. R., 624.)

Special account currents.

226. Money received and disbursed under the appropriation for contingent expenses of the Army will be accounted for by officers authorized to disburse it, on special accounts current, in which funds belonging to other appropriations will not be entered. (A. R., 625.)

Articles not mentioned in appropriations.

227. When an article purchased is not named in the appropriation act, the purpose for which it is intended determines the appropriation from which payment is made. (A. R., 626.)

Disposition funds at end of fiscal year.

228. All public funds on hand at the close of a fiscal year, except those required to pay outstanding liabilities incurred during such year (a schedule of which will, if possible, accompany the last account current for the year), and "no limit" appropriations, will be deposited to the credit of the Treasurer of the United States and the disbursing officer's account closed by a credit for such deposit. (A. R., 627.)

Outstanding debts.

229. Balances retained after the close of the fiscal year for the purpose of paying outstanding liabilities will be carried to a "supplemental account current" for the fiscal year to which the funds pertain. (A. R., 628.)

Supplemental accounts.

230. When disbursements are made from such balances, accounts will be rendered as "supplemental accounts" for the fiscal year to which the funds pertain. Admitted

errors, to be refunded, except in the Pay and Ordnance Departments, will be taken up on an account current for the fiscal year in which the errors occurred. (A. R., 629.)

ACCOUNTS CURRENT.

231. Accounts current will be made in duplicate; one copy, accompanied by abstracts and vouchers, will be forwarded to the chief of the bureau and the other retained by the officer. The forms of accounts current and abstracts furnished by the chief of the bureau in which the officer is serving will be used. (A. R., 630.) How made.

232. Disbursing officers who render accounts which eventually pass to the Treasury Department for settlement are required to prepare their accounts, with abstracts and vouchers complete, and deposit them in the post-office, addressed to the chief of the bureau of the War Department to which they pertain, on or before the 10th day of each month. Irregularities in the mail service or want of blank forms will not excuse a failure to comply with this paragraph. When vouchers are not sent with the account to which they belong, but are subsequently rendered, suitable explanations will be made. (A. R., 631.) Settlement.

233. Original vouchers will, if possible, accompany the accounts; copies will not be accepted unless duly certified and accompanied by satisfactory evidence of the loss or destruction of the originals, or that their retention is indispensable to the performance of duty by an officer. (A. R., 632.) Original vouchers.

234. With the accounts will be forwarded all orders of commanding officers and all other papers upon which the officer accountable relies to relieve himself from responsibility. (A. R., 633.) Authorities.

235. When an officer is relieved from duty in a staff department at any station he will certify outstanding debts, if any, to his successor, and transmit a list of the same to the head of the proper bureau. Unless otherwise ordered, he will turn over to his successor the public money, property, books, and papers pertaining to the service from which he is relieved. (A. R., 634.) When relieved.

MONEY VOUCHERS.

236. Vouchers will ordinarily be made in duplicate, or, if required, in triplicate, and the number made will be stated on each copy. (A. R., 635.) How made.

Certificate of an officer necessary.

237. The correctness of the facts stated on a voucher and the justness of the account must be certified by an officer. (A. R., 636.)

238. Every voucher in support of a payment for supplies or for services, except as provided for the Engineer Department in A. R., 638, will be made out in favor of the creditor, giving his address, and must state (if for supplies furnished) the date of the purchase, the quantity and price of each article, and the amount, or (if for services) the character of the services, the date or dates on which rendered, and the amount. Where a purchase under an accepted bid after public notice is made, the voucher, besides being subject to the foregoing requirements, will be accompanied by a copy of the public notice, the accepted bid, and a copy of the letter accepting the bid, and must contain a certificate that the award was made to the lowest responsible bidder for the best and most suitable articles, and that the needs of the service required the purchase to be made in the manner indicated by the public notice. Where papers relating to two or more vouchers are required to accompany accounts, they must be filed with the first voucher paid and reference thereto made on the other vouchers. A voucher for services by the day or month must state the nature of the service, the inclusive dates of service, the time for which payment is made, the rate of pay, and the amount, and the receipt of a creditor to a voucher for supplies furnished or services rendered must contain the words, "which I certify to be correct."

Instructions.

Use English language.

All vouchers, when practicable, will be rendered in the English language, but if rendered in a foreign language a translation of the same must accompany the voucher. (A. R., 637.)

How expressed.

239. Money amounts will be expressed in terms of dollars and cents. When a fraction of a cent less than one-half occurs in the footing of a voucher it will be disregarded. If the fraction be one-half or greater it will be reckoned as a cent.

If the agreement calls for foreign currency the account shall be stated in that currency. The total amount will be reduced to its equivalent in United States currency at the current rate of exchange at the date of payment. The amount in United States currency having been determined, checks may be drawn therefor by disbursing officers to their own orders in United States currency and by

them exchanged at local fiscal agencies of the United States where possible, or at local banks, for the necessary amount in the currency or exchange required to pay the creditor in the money originally agreed upon where the creditor declines to accept check payable in currency of the United States.

The vouchers for accounts will be made to show the debt as actually incurred in the coin in which payment is made and the reduction from this coin to United States currency, the rate of exchange being stated on the voucher and the amounts stated on abstracts and account current in United States currency. (A. R., 639.)

Manner of purchase.

240. A voucher for a purchase, or for services not personal, must have expressed on its face, immediately below the statement of the account, the mode of purchase or engagement, using therefor one of the following notations:

1. Under contract, dated ———, 19—.
2. Under public notice, dated ———, 19—.
3. Under oral agreement, without advertising. (A. R., 640.)

Receipts in blank prohibited.

241. The giving or taking of receipts in blank for public money is prohibited, except the receipts to vouchers for publishing advertisements, which will be receipted prior to audit. (A. R., 641.)

Payment of vouchers.

242. A voucher for funds disbursed will, before being signed by a public creditor, be made out in full, with the place of payment and the name, rank, regiment or corps of the paying officer entered in the receipt, and the exact amount of money written out in words in the receipt. When vouchers are sent by mail for signature the date in the receipt will be left blank, and the check in payment will not be drawn until the vouchers are returned properly signed, when the date of the check will be added to the receipt. (A. R., 642.)

Invoices and receipts of funds.

243. Invoices of and receipts for funds transferred will state place and date of transfer, the name, rank, regiment or corps of the officer from whom the money is received, the kind of funds transferred, and the amount transferred under each head of appropriation. If the transfer is for the correction of errors, whether arising upon the settlement of accounts or otherwise, the facts will be noted in detail on both invoice and receipt. The receiving officer or agent will indorse upon the invoice the exact date of the receipt given by him and will file it with the account current on which he acknowledges receipt of the funds.

Any discrepancy as to the appropriation, fiscal year, or amount which may exist between the invoice and receipt when the latter is properly made out will be noted and explained on both invoice and receipt by the officer or agent receiving and receipting for the funds. (A. R. 643.)

Vouchers, how noted.

244. Vouchers for payment made and invoices and receipts for money transferred will have noted upon them the number, date, and amount of checks given, and the depository on which drawn. If payment is made by currency, wholly or in part, the facts will be stated. (A. R., 644.)

Corporations.

245. Vouchers must be stated in the name of the corporation, company, firm, or person rendering the service or furnishing the articles for which payment is made. (A. R., 645.)

246. Payments in currency or by check to bearer will not be made to holders of powers of attorney or to holders of instruments operating as transfers or assignments.

Payments—how made.

If a payment in currency or by check to bearer is made to an incorporated or unincorporated company, the money or check must be delivered to and the voucher receipted by a duly authorized officer or agent of the company; the receipt must be signed with the company name, followed by the autograph signature of the officer, with his title, or of the agent to whom the money or check was delivered, and the receipted voucher will be accompanied by evidence showing his authority. This evidence will consist of extracts from the articles of incorporation or association, the by-laws, or the minutes of the board of directors, duly certified by the custodian of such records (under the company seal, if there be one), showing that the signer is properly vested with authority to receive and receipt for money due the company.

If payment in currency or by check to bearer is made to an individual or a copartnership doing business under a company title, the receipt must be signed with the company name, followed by the autograph signature of the individual proprietor or of one of the members of the firm with the words "proprietor" or "one of the proprietors" appended thereto.

If payment in currency or by check to bearer is made to a copartnership doing business as such, the receipt must be signed with the usual firm signature by one of the members of the firm, who will be required to append his own signature as "one of the firm."

If payment in currency or by check to bearer is made to an individual creditor, the receipt must be signed by him in person. (A. R., 646.)

When by check to order.

247. If payment is made by check to order of any company (incorporated or unincorporated) or firm or individual by name, and the fact that the check has been so drawn is stated on the voucher, giving its number, date, amount, and United States depository on which drawn, the receipt to the voucher may be signed by an officer, attorney, or agent of the company, or by an attorney or agent of the firm or individual, stating the capacity in which he signs, without filing with the voucher evidence of his authority to sign. The disbursing officer in all such cases will deliver the check to such person only as he is satisfied is authorized by the principal to receipt the voucher and receive the check. (A. R., 647.)

When signed by local agents.

248. Receipts for small sums for occasional service paid to corporations, such as railroad, telegraph, turnpike, transfer, express, steamboat, hotel, newspaper, and ice companies, may be signed by the local agent in charge of the business of the company at the place where the service is rendered or where it begins or terminates, and the certificate of the officer making payment that the person to whom payment was thus made was then the local agent of the company in charge of its business at the place designated will be sufficient evidence of the agent's authority to receive and receipt for the money paid. (A. R. 648.)

Identification.

249. When an account is presented by an individual who is not known to the disbursing officer, the latter will require him to be identified. (A. R. 649.)

250. The signature to the receipt and the name of the person or business firm as entered at the head of an account must be literally alike. (A. R. 650.)

Signatures to vouchers.

251. When a signature is not written by the hand of the party it must be witnessed by a disinterested party, a commissioned officer when practicable. (A. R. 651.)

Receipts in full.

252. In final statements, receipts for money, and papers of like character, money amounts will, in all cases, be written out in full and also expressed by figures in parentheses. This requirement does not apply to pay rolls of military organizations and pay rolls of other descriptions. (A. R. 652.)

Fees civil officers.

253. Fees of civil officers for administering oaths in matters of military administration (where the services of judge-advocates of departments, or of courts-martial, or trial

officers of summary courts were not obtainable) will be paid from the appropriation applicable to the subject-matter of the oaths, and in case there be no appropriation applicable thereto the fees will be paid by the Quartermaster's Department. (A. R. 653.)

Unpaid accounts.

254. Disbursing officers will not issue vouchers for unpaid accounts as due bills against the United States, but a certified statement of personal services and of wages due may be given to a discharged employee who for want of funds was not paid at time of discharge. (A. R. 654.)

Computation of time.

255. When applicable, the following rules for the computation of time in payment of services will be observed:

The annual compensation of officers, agents, and employees of the United States for services rendered shall be divided into twelve equal installments, one of which shall be the pay for each calendar month's service rendered by the same person without regard to the actual number of days in said month, and in making payment for a fractional part of a month one-thirtieth of one such installment, or of a monthly compensation, shall be the rate to be paid for each day.

In making payments for a fractional part of a month where service has been performed therein by two or more persons holding the same office or place, one-thirtieth of one month's installment of annual compensation or of any monthly compensation shall be the rate to be paid for each day of service, except for the 31st day of any month for which nothing can be paid, provided the full salary is taken up in making payments for service accruing before the 31st.

To illustrate: A person serving during the whole of a thirty-one day month will receive the full monthly salary and no more, or the one-twelfth of an annual salary, and no more.

A person serving during the whole of February, a twenty-eight day month, shall likewise receive the full monthly salary, or the one-twelfth of the annual salary.

A person appointed on the 31st day of a month will receive no salary or compensation for said day's service, if the full salary has been earned by his predecessors.

A person serving from the 1st to and including the 15th day of February will receive the fifteen-thirtieths of a month's salary.

A person succeeding him on the 16th day of February and holding until and including the 28th day of February,

will receive thirteen-thirtieths of a month's salary, and in leap year fourteen-thirtieths, if he serves on the 29th.

In employment by the month the monthly compensation shall be treated the same as one of the twelve installments where the rate of payment is annual.

In computing the wages of persons employed at a per diem allowance, payment will be made for the actual number of days employed, and the day on which service begins and the day on which it ends will be allowed in the computation.

When services are rendered from one given date to another, the account will state clearly whether both dates are included.

For commutation of subsistence at a per diem rate, payment will be made for the actual number of days. (A. R., 655.)

Settlement with heirs, executors, etc.

256. Disbursing officers, except those serving in the Philippine Islands, will not settle with heirs, executors, or administrators except by authority of the proper bureau of the War Department, and upon accounts that have been duly audited and certified by the proper accounting officers of the Treasury.

In the Philippine Islands disbursing officers may settle direct with executors or administrators upon accounts accruing in those islands, which are accompanied by the duly attested copies of the decrees appointing said executors or administrators, in conformity with the civil laws of the archipelago governing such matters. The settlement thus made by any disbursing officer is, however, subject to review by the accounting officers of the Treasury when his accounts shall come before them for adjustment. (A. R., 656.)

PECUNIARY RESPONSIBILITY OF OFFICERS.

Responsibility for expenditure.

257. An officer will have credit for an expenditure of money made in obedience to the order of his commanding officer. Every order issued by any military authority which may cause an expenditure of money in a staff department will be given in writing. One copy thereof will be forwarded by the officer receiving it to the head of his department, and the other will be filed by the disbursing officer with his voucher for the disbursement. If the expenditure be disallowed, it will be charged to the officer who ordered it. (A. R., 657.)

Payments on certificate of an officer.

258. If a payment made on the certificate of an officer as to the facts is afterwards disallowed for error of fact

in the certificate, it will pass to the credit of the disbursing officer and be charged to the officer who gave the certificate; but the disbursing officer can not protect himself in an erroneous payment made without due care by charging lack of care against the officer who gave the certificate. (A. R., 658.)

ADMINISTRATIVE EXAMINATION OF MONEY ACCOUNTS.

Examination of account current.

259. The chief of a bureau to which accounts pertain will cause each account current, with its accompanying papers, to be examined and transmitted to the Treasury Department, with his decision indorsed thereon, within sixty days from the date on which such account was received at his office. He will bring to the notice of the Secretary of War all matters of account that require or merit it. When a suspension or disallowance is made, the bureau will notify the officer that he may have an opportunity to submit explanations or take an appeal to the Secretary of War. (A. R., 659.)

Errors.

260. In case of discovered error or disallowance in an account upon its examination by the proper authority, the officer responsible will, upon notification thereof, unless able to furnish evidence to correct or remove the same, make the proper correction in his next account current, and refer therein to the particular voucher in which the error occurred or the disallowance was made. (A. R., 660.)

DISBURSEMENTS AND ACCOUNTS.

Disbursing officer ceasing to act.

261. When an officer ceases to act as a disbursing officer, or for any reason closes his accounts, he will prepare a closing statement of his money accounts, from date of last inspection to and including the closing of his accounts, with a separate list of checks outstanding for each depository. If he is under the command of a division commander, or his accounts are assigned for inspection to the division inspector, he will forward the statement and list of checks to division headquarters, through military channels, for the usual action, including inspection if practicable. If disbursing under the direction of the Secretary of War without such assignment, he will forward his papers direct to the Inspector-General of the Army. (A. R., 910.)

ARTICLE VIII.

PUBLIC PROPERTY ACCOUNTABILITY AND RESPONSIBILITY.

GENERAL PROVISIONS.

Accountability and responsibility.

262. Accountability and responsibility devolve upon any person to whom public property is intrusted and who is required to make returns therefor. Responsibility without accountability devolves upon one to whom such property is intrusted, but who is not required to make returns therefor. Thus, with respect to quartermaster's supplies intrusted to a company or detachment commander, responsibility but not accountability attaches. (A. R., 661.)

Security.

263. The officer in permanent or temporary command of a post or station is responsible for the security of all public property of the command, whether in use or in store, and, although for purposes of periodical accountability to the War Department it may all have been officially receipted for by subordinate officers, the commanding officer is nevertheless responsible and pecuniarily liable with them for the strict observance of the regulations in regard to its preservation, use, and issue. He will take care that all storehouses are properly guarded, that only reliable agents are employed, and only trustworthy enlisted men are detailed for duty in them or in connection with property. (A. R., 662.)

When separated from property.

264. If an officer in charge of the public property of a command (not properly pertaining to a company or detachment) is, by order, leave of absence, or any other cause separated from it, the commanding officer, or an officer designated by him, will receipt and account for it. (A. R., 663.)

By details.

265. An officer will not when it can be avoided be detailed for duty which will separate him from public property for which he is accountable. (A. R., 668.)

Transfer of property.

266. A transfer of public property involves a change of possession and accountability. In ordinary cases of transfer, the transferring officer will furnish the receiving officer with invoices in duplicate, accurately enumerating the property, and the latter will return duplicate receipts. In cases in which complete transfer of property occurs, instead of exchanging separate invoices and receipts, as above provided, the receiving officer may

make direct entry on the final return (both original and duplicate) of his predecessor that all the property thereon enumerated as on hand and transferred to successor was received by him. The transferring officer may make similar entry on the return of his successor, stating that all the stores there taken up as received from such predecessor were actually turned over by him. (A. R., 669.)

Stores miscarried.

267. When an officer to whom stores have been forwarded believes them to have miscarried he will promptly inform the issuing and forwarding officers. (A. R., 670.)

Failure to receipt.

268. If an officer to whom public property has been transferred fails to receipt for it within a reasonable time, the invoicing officer will report the facts to the commanding officer of the former for action. Copies of all papers relating to the transaction will be filed with his returns. (A. R., 671.)

Examination of property received.

269. Upon the receipt of public property by an officer he will make careful examination to ascertain its quality and condition, but will not break original packages until issues are to be made, unless he has reason to believe the contents defective. Should he discover defect or shortage, he will apply for a survey to determine it and fix the responsibility. Should he consider the property unfit for use, he will submit inventories in triplicate and request the action of an inspector. The same rule will be observed in regard to packages when first opened for issue, and for property damaged or missing while in store. (A. R., 672.)

When first opened.

270. When packages of supplies are opened for the first time, whether because of apparent defect or for issue, the officer responsible or some other commissioned officer will be present and verify the contents by actual weight, count, or measurement, as circumstances may require, and in case of deficiency or damage will make written report of the facts to the post commander. If only the officer responsible be present and make the report, he will secure the sworn statements in writing of one or more civilians or enlisted men regarding the condition of the property when examined. Should a survey be ordered, the post commander will refer to the surveying officer the report made by the examining officer, together with the sworn statements. At arsenals and depots, where there are persons whose special duty it is to receive and issue public stores, the reports herein required may be made by them instead of officers of the Army. (A. R., 673.)

Receipts in blank.

271. The giving or taking of receipts in blank for public property is prohibited. (A. R., 674.)

Supplies furnished other bureaus.

272. Supplies procured by one bureau will not be furnished to another except by special authority of the Secretary of War, except in the Philippines Division, where the authority of the division commander is sufficient. When furnished and restored in kind they will be delivered at the post from which received, or at such other post as department commanders or chiefs of bureaus concerned may determine. If the transaction is between two bureaus of the War Department, payment will be made at the contract or invoice price of the stores. When between a bureau of the War Department and any other Executive Department, the amount to be paid will include the contract or invoice price and cost of transportation, and in case of subsistence stores, 10 per cent additional to cover wastage in transit. (A. R., 675.)

Surveying expedition.

273. In no case will means of transportation or other property of any branch of the military service be taken as a part of the outfit of surveying or exploring expeditions for which Congress has made appropriations, without the express authority of the Secretary of War. (A. R., 676.)

Care in issues.

274. When it is impracticable for an officer to personally superintend his issues—as may be the case with one charged with disbursements, or the care of depots—he should choose with great caution the agent to whom he intrusts the duty. (A. R., 677.)

Keys, care of.

275. The keys of storerooms or chests will not be intrusted to enlisted men or civilians without great vigilance on the part of the accountable officer and a resort to every reasonable precaution, including frequent personal inspections, to prevent loss or damage. (A. R., 678.)

Property to be kept serviceable.

276. An officer in charge of public property in use or in store will endeavor by timely repairs to keep it in serviceable condition. For this purpose the necessary means will be allowed on requisition, and property in store so repaired will be issued. (A. R., 679.)

Branding.

277. All movable public property will, if practicable, be conspicuously branded "U. S." before being used. (A. R., 680.)

Use by private parties.

278. Public property will not be used nor will labor hired for the Government be employed for any private purpose whatsoever, except as authorized in these regulations. (A. R., 681.)

No quartermaster to be concerned in purchase or sale of Government property.

279. No officer belonging to the Quartermaster's Department, or doing the duty of a quartermaster or assistant quartermaster, shall be concerned, directly or indirectly, in the purchase or sale of any article intended for or appertaining to said department of service, except on account of the United States; nor shall any such officer take or apply to his own use any gain or emolument for negotiating or transacting any business connected with the duties of his office, other than that which may be allowed by law. (Sec. 1138, R.S.)

Classes of unserviceable property.

280. Unserviceable property is, with reference to its disposition, divided into classes as follows:

1. Property worn out in the service and which has no salable value.

2. Property worn out by fair wear and tear in the service which presumably has some salable value.

3. Property which has been rendered unserviceable from causes other than fair wear and tear in the service.

How disposed of.

Property of the first class may be submitted to a surveying officer and disposed of as indicated in A. R. 720, or, if worn out by fair wear and tear in the service, to an inspector without prior action of a surveying officer.

Property of the second class will be submitted to an inspector without prior action of a surveying officer.

Property of the third class must be submitted to a surveying officer, and unless destroyed under A. R. 720, will subsequently be submitted to an inspector, and the inventory and inspection reports must be accompanied by the report of the surveying officer. (A. R., 682.)

Property to be sold.

281. Empty barrels, boxes, crates, and other packages, together with metal turnings, scrap metals, ground bone, and other waste products, which accumulate at arsenals, depots, and military posts, which are unsuitable for the public service, will be disposed of in the manner prescribed for property condemned and ordered sold in A. R. 684. At arsenals and depots where such accumulations have considerable money value proposals will be invited for specific lots and quantities, or for the accumulations of definite periods, as the head of the department to which the property pertains may deem best suited to the public interest. (A. R., 683.)

Sales at auction.

282. Military stores and public property condemned and ordered sold will be disposed of for cash at auction, or to the highest bidder on sealed proposals, on due public notice, and in such market as the public interests may

require. The officer making the sale will suspend it when in his opinion better prices can be obtained, except in the case of condemned animals, the disposition of which is provided for in A. R. 1079. The auctioneer's certified detailed account of the sale, and the vouchers for the expenses attending it, will be reported on the proper forms to the chief of the bureau to which the property pertained, and a copy of the auctioneer's detailed account of the sale will be furnished the Inspector-General. (A. R., 684.)

Sales at reduced price.

283. Public property which has been condemned, or the issue price of which has been reduced as the result of a survey or inspection, will not be purchased by an officer who was responsible therefor at the time of condemnation or reduction of price, nor by an officer who bore any part in such condemnation or reduction. (A. R., 685.)

PROPERTY ACCOUNTABILITY.

All to be accounted for.

284. All public property, whether paid for or not, must be accounted for on the proper returns. All public property unaccounted for when discovered by an accountable officer will be taken up and the usual returns rendered therefor. When discovered by officers not accountable for that class of property, or by enlisted men or civilian employees, they shall report the same as soon as practicable to an officer so accountable, who will take it up and account for it. In the absence of such an accountable officer the senior officer, enlisted man, or civilian employee present will take charge of such property and report it to the commander of the department wherein it may be located with a view to its proper disposition. (A. R., 697.)

Separate returns.

285. An officer accountable for the public property of two or more companies will account for that pertaining to each, except quartermaster supplies, on a separate return. (A. R., 698.)

Not transferred to enlisted men.

286. Accountability for public property will not be transferred to enlisted men, except to sergeants of the post noncommissioned staff at ungarrisoned posts and sergeants of the Signal Corps or enlisted men acting as such. (A. R., 699.)

Orders for issues.

287. Vouchers for issues or expenditures of property not authorized by regulations will be accompanied by copies of the orders directing the issues or expenditures. (A. R., 700.)

Credit for issue.

288. An officer will have credit for an expenditure of property made in obedience to the order of his commanding officer. If the expenditure is disallowed, it will be charged to the officer who ordered it. (A. R., 701.)

When lost or destroyed.

289. Public property expended, lost, or destroyed in the military service must be accounted for by affidavit, or the certificate of a commissioned officer, or other satisfactory evidence. (A. R., 702.)

Charges for loss.

290. When an enlisted man has, by a court-martial, been convicted of losing or damaging public property, the officer accountable for the property will send with his property return a certified copy of so much of the court-martial order as refers to the case, giving number, date, and place of issue of the order, and stating on the face of said copy the rolls on which the charges are made. (A. R., 703.)

To render returns.

291. Should an officer or agent of the Government charged with public property fail to render the prescribed returns thereof within a reasonable time, a settlement of his accounts will be made by the proper bureau of the War Department, and the money value of the property with which he is charged will be reported against him for stoppage. (A. R., 704.)

Within 10 or 20 days.

292. All returns of stores or supplies will be rendered as required by regulations or orders. Those of subsistence stores and subsistence property will be forwarded within ten days after the expiration of the accounting periods, and those of other classes of stores and property within twenty days, to the chiefs of bureaus to which they pertain. (A. R., 705.)

PROPERTY DAMAGED, LOST, DESTROYED, ETC.—REWARDS.

Damaged property.

293. Causes of damage to, and of loss and destruction of, military property are classified as follows:

1. Unavoidable causes, being those over which the responsible officers have no control, occurring (*a*) in the ordinary course of service, or (*b*) as incident to an active campaign.

2. Avoidable causes, being those due to carelessness, willfulness, or neglect. (A. R., 686.)

Responsibility.

294. Officers responsible for property will be charged for any damage to or loss or destruction of the same, and the money value deducted from their monthly pay, unless they show, to the satisfaction of the Secretary of War, by their own affidavits or certificates, or by one or more

depositions, that the damage, loss, or destruction was occasioned by unavoidable causes and without fault or neglect on their part. (A. R., 687.)

Administering oaths.

295. The proper officers to administer oaths in the administration of the affairs of the Army (except when otherwise specially provided) are judge-advocates of departments, judge-advocates of courts-martial, the trial officers of summary courts, and in the cases of investigations the officer detailed to conduct the investigation, or the recorder, and if there be none, the presiding officer of any board appointed for such purpose. When none of these are within reach and available, recourse must be had to a notary public or other civil officer competent to administer oaths for general purposes. (A. R., 688.)

Payment for loss or damage.

296. If an article of public property be lost or damaged by the neglect or fault of any officer or soldier, he shall pay the value thereof, or the cost of repairs, at such rates as may be determined by a survey of the property. (A. R., 689.)

Loss by civilian employee.

297. If articles of public property are embezzled, or lost or damaged through neglect, by a civilian employee, the value or damage as ascertained (and by a survey if necessary) shall be charged to him and set against any pay or money due him. (A. R., 692.)

Recovery of property.

298. Whenever information is received that animals or other property belonging to the military service of the United States are unlawfully in the possession of any person not in the military service, the quartermaster or other proper officer will promptly cause proceedings to be instituted and diligently prosecuted before the civil authorities for the recovery of the property; and, if the same has been stolen, for the arrest, trial, conviction, and due punishment of the offender and his accomplices. (A. R., 693.)

Proceedings in civil tribunals to recover.

299. Upon satisfactory information that such United States property, unlawfully in the possession of any parties, is likely to be taken away, concealed, or otherwise disposed of before the necessary proceedings can be had in the civil tribunals for its recovery, the post or detachment commander will at once cause the same to be seized, and will hold it subject to any legal proceedings that may be instituted by other parties. Persons caught in the act of stealing public property will be summarily arrested by the troops and turned over to the civil authorities for trial. (A. R., 694.)

Rewards for recovery.

300. When public property has been lost or stolen and the officer responsible therefor has failed to get possession of it by the ordinary means, the post commander may authorize the quartermaster to offer a reward for its recovery, such reward not to exceed one-fifth of the value of the property lost or stolen, and in no case shall it exceed $50. If the property has been stolen, the reward shall include payment for such information as the claimant possesses in regard to the larceny and recovery of the property as may lead to a conviction of the guilty party. (A. R., 695.)

Fees for recovery.

301. The expenses necessarily incurred by any action under the three preceding paragraphs, with the exception of attorney's fees, will be paid by the Quartermaster's Department, upon proper vouchers approved by the department commander. Officers will promptly report their action to department headquarters. (A. R., 696.)

INSPECTOR-GENERAL'S DEPARTMENT.

GENERAL PROVISIONS.

Sphere of inquiry.

302. The sphere of inquiry of the Inspector-General's Department includes every branch of military affairs except when specially limited in these regulations or in orders. Inspectors-general and acting inspectors-general will exercise a comprehensive and general observation within the command to which they may be respectively assigned over all that pertains to the efficiency of the Army, the condition and state of supplies of all kinds, of arms and equipments, of the expenditure of public property and moneys, and the condition of accounts of all disbursing officers of every branch of the service, of the conduct, discipline, and efficiency of officers and troops, and report with strict impartiality in regard to all irregularities that may be discovered. From time to time they will make such suggestions as may appear to them practicable for the correction of any defect that may come under their observation. (A. R., 888.)

Inspectors—under whose orders.

303. Inspectors-general or acting inspectors-general assigned to a military command are under the immediate direction of its commanding general; when not so assigned, they are under the orders of the War Department. They will make the general and such special inspections as the commanding general may direct within the limits of his command, and will each be allowed the necessary

clerks and one messenger, who will be assigned by the Secretary of War. (A. R., 889.)

Commands—when inspected.

304. All military commands, garrisoned posts, and camps shall be inspected at least once in each fiscal year by the inspector-general of the division or his assistants. Ungarrisoned posts will be inspected at such times as the division commander may direct, ordinarily once in two years, and all army transports within three days of date of their departure from port. (A. R., 898.)

Money accounts, etc.

305. The inspection of disbursements and money accounts of disbursing officers required by act of April 20, 1874, will be made by officers of the Inspector-General's Department or by others detailed for that purpose, and, as far as practicable, at irregular intervals, but no officer so detailed shall be in any way connected with the corps or staff department making the disbursement. The frequency of these inspections will be regulated by the Secretary of War. (A. R., 901.)

DISBURSEMENTS AND ACCOUNTS.

Disbursements.

306. Inspectors-general and acting inspectors-general will inquire as to the necessity, economy, and propriety of all disbursements, their strict conformity to the law appropriating the money, and whether the disbursing officers comply with the law in keeping their accounts and making their deposits. A statement of receipts and expenditures and of the distribution of funds, with lists of outstanding checks, on forms furnished by the Inspector-General of the Army, will be submitted by the disbursing officer to the inspector, who should immediately transmit the lists of outstanding checks to the several depositories. Upon return from a depository, balances will be verified and noted on the inspection report, which will then be forwarded to the Inspector-General, with a copy of each list of outstanding checks and the indorsements thereon. The original lists will be retained by the inspector to be used at the next inspection of the officers accounts, and then sent to the Inspector-General. (A. R., 909.)

PROPERTY FOR CONDEMNATION.

Unserviceable property.

307. Except as provided in A. R. 720, inspections having in view the condemnation of property will be made by inspectors-general or acting inspectors-general; but in cases of emergency, such as when a station is abandoned or when troops change station, such inspections may

be made by officers specially designated by the commander of a territorial division or department, or the commander of a division, corps, or army in the field, or higher authority. (A. R., 911.)

Preparation for inspector.

308. Officers will prepare and sign in triplicate, on blank forms furnished by the Inspector-General of the Army, inventories of public property requiring inspection, and present them, with the property, to the inspector-general or acting inspector-general at the time of his visit. In the case of rapidly deteriorating subsistence stores or of unserviceable public animals, or pressing emergency, such inventories will be prepared whenever necessary, and one copy will be forwarded to the commander having authority to appoint an inspector. Public animals will be inventoried singly, with a brief description of color, sex, age, and distinguishing marks. Public buildings which have become unserviceable and can not be kept in repair at reasonable cost, or which occupy ground required for new buildings or other improvements, will be entered upon a separate inventory and brought before an inspector for his action. (A. R., 912.)

Arrangement of property.

309. For inspection the property will be arranged in the order of enumeration in the inventory, every article will be examined by the inspector, and the officer responsible will accompany him and be prepared to give all necessary information in regard to it. (A. R., 913.)

Inspector's action.

310. Inspectors will examine all property properly presented for condemnation. When all property presented has been destroyed one inventory and inspection report will be forwarded by the inspecting officer through proper channels to the Inspector-General of the Army and the others will be delivered to the accountable officer. In cases in which the inspector recommends the sale of any property, or its transfer to depots, he will forward all the inventories and inspection reports to department, division, or army corps headquarters, and if the inspector's action is approved by the department, division, or army corps commander, two will be returned to the accountable officer and the other forwarded through proper military channels to The Military Secretary of the Army to be transmitted to the Inspector-General of the Army, and, in similar cases, when the accountable officer is not serving under the department, division, or army corps commander and all the property has been destroyed, one copy of the inventory and inspection report will be forwarded to the Inspector-General of the Army and two to the accountable

officer, or if sale or transfer of the property is recommended, the inspecting officer will forward all the inventories and inspection reports to the Inspector-General of the Army, who will forward them to the Chief of Staff through the chief of the bureau concerned; one copy will be returned to the Inspector-General and two to the accountable officer. (A. R., 914.)

Care required.

311. Inspectors will exercise great care in examining property submitted to them for condemnation and in making recommendations regarding its disposition. Articles "to be continued in service" are such as are still serviceable. Those "to be dropped" from the returns are such as can not be sold at the post and are not worth cost of transportation to an arsenal or depot for repair. If worthless they must be so far destroyed as to prevent any possibility of future presentation. Such articles as can not be destroyed will, when practicable, be marked "I. C." (inspected—condemned), or will be broken up and the serviceable parts retained. Condemned animals will be branded "I. C." on the neck under the mane. Should the inspector's recommendation be disapproved in regard to articles marked "I. C.," the marks will be canceled and a certificate of the fact given to the responsible officer. Suitable brands and stencils will be kept for use of inspectors at posts and depots. Articles "to be sold at post" are such as are of no further public use or not worth cost of transportation to a depot. Those "to be turned into depot" are such as can not be repaired at the post and are worth cost of transportation. Small arms found to be unfit for service will be turned in to the nearest arsenal or depot. Property will not be turned into depots without authority from the head of the staff department to which the property pertains, except in the Philippines Division, where such authority may be given by the commanding general of the division. The authority herein referred to, of heads of staff departments, will usually be given in general terms in the form of approved memoranda indicating the most advantageous method of disposing of various classes of unserviceable property, which memoranda will serve as guides to Department and higher commanders and inspectors. (A. R., 915.)

Serviceable property.

312. Public property in use will not be reported as unserviceable nor condemned by an inspector merely because worn or shabby in appearance when really strong and serviceable. (A. R., 916.)

Property previously condemned.

313. Great care will be taken to prevent property once condemned and ordered dropped from the returns from being again presented for inspection. When public property is presented to an inspector for condemnation the officer responsible will certify on the inventory that the property has not been previously condemned. (A. R., 917.)

Destruction.

314. Inspectors will, when practicable, cause the destruction, in their presence, of all property found to be worthless and which is without money value at or near the place of inspection, except small arms, and will state in their reports that "the articles recommended to be destroyed have no money value at or near the post." The action of an inspector on property of this character will be final, and his report will be a valid voucher for the responsible officer. Inspectors will be held responsible for their action in this particular. When property thus condemned is not destroyed in the presence of the inspector or a disinterested officer representing the inspector, the responsible officer will certify to the fact of subsequent destruction in his presence. (A. R., 918.)

Damaged clothing.

315. An inspection report on damaged clothing will set forth the amount of damage to each article; also a list of such articles as are fit to issue to prisoners, or, at reduced prices, to enlisted men willing to receive them. (A. R., 919.)

Final action.

316. Department or higher commanders may give orders, on the reports of authorized inspectors, to make such disposition of condemned property as the case may require, except public buildings, for which the order of the Secretary of War is required. If the property be of considerable value, and there be good reason to suppose that it can be more advantageously applied or disposed of elsewhere than within the command, the report will be forwarded for the action of the War Department. (A. R., 920.)

Disposition of reports.

317. Orders for the final disposition of condemned property will be indorsed by the proper authority on the inspection reports, each copy being made complete in itself. One will be forwarded, through military channels, to the Inspector-General of the Army, and the others to the accountable officer, who will forward one with his accounts, and file the other with his retained papers. (A. R., 921.)

ARTICLE IX.

SURVEYS ON PROPERTY.

Damaged property surveyed.

318. Public property which has been damaged, except by fair wear and tear, or is unsuitable for the service, before being submitted to an inspector for condemnation, will be surveyed by a disinterested officer, preferably the summary court officer. (A. R., 713.)

Surveying officer.

319. The surveying officer will be designated by the commanding officer of the regiment, separate battalion, post, or station. Such officer may, however, be appointed by the commanding officer of a territorial division or department, an army corps, division, or brigade. If none but the commanding officer and interested officers be present for duty, then the commanding officer will survey the property. When only the responsible or interested officer is present, he will not appoint himself surveying officer, but will furnish the next higher commander his certificate of facts and circumstances, supported by the sworn testimony of witnesses, or by the affidavits of enlisted men or others who are cognizant thereof. Should the case thus presented not be considered satisfactory, or in a case in which only interested officers with opposing interests are present for duty at the post or station, the next higher commander may make the necessary investigation. In cases where the property in question has been previously acted upon, the officer making the investigation will be so informed and the previous reports will be considered. (A. R., 714.)

Investigation.

320. The surveying officer must fully investigate matters submitted to him. He will call for all evidence attainable, and will not limit his inquiries to proofs or statements presented by parties in interest. He will rigidly scrutinize the evidence, especially in cases of alleged theft or embezzlement, and will not recommend the relief of officers or soldiers from responsibility unless fully satisfied that those charged with the care of property have performed their whole duty in regard to it. He should hear in person or by deposition all persons concerned in the subject-matter before him. In no case, however, will his report take the place of the evidence required in A. R. 687. (A. R., 715.)

Preparation of evidence.

321. The party responsible for the property to be surveyed will in all cases furnish the original certificates or affidavits, or the testimony of the witnesses upon which

he relies to relieve him from responsibility and the number of duly attested copies of such affidavits and certificates required to accompany the report. (A. R., 716.)

Oaths.

322. Any officer of the Army detailed to conduct an investigation, and the recorder, and, if there be none, the presiding officer of any military board appointed for such purpose, shall have authority to administer an oath to any witness attending to testify or depose in the course of such investigation. (A. R., 717.)

Authority surveying officer.

323. The surveying officer can not condemn public property. His action is purely advisory. He will ascertain and report facts, submitting opinions and making recommendations upon questions of responsibility which may arise through accident, mistake, or neglect. For example, he investigates and determines questions involving the character, amount, and cause of damage or deficiency which public property may have sustained in transit, store, or use, and which is not the result of ordinary wear and tear of the service, and reports the investigation made, his opinions thereon, and fixes responsibility for such damage or deficiency upon the proper party. He makes inventories of property ordered to be abandoned when the articles have not been enumerated in the orders for abandonment. He recommends the prices at which damaged clothing may be issued and the proportion in which supplies shall be issued in consequence of damage or deterioration that renders them, at the usual rate, unequal to the regulation allowance, fixing in each instance responsibility for actual condition. He verifies the discrepancy between invoices and the actual quantity or description of property transferred from one officer to another, fixes definitely amounts received for which the receiving officer must receipt, and ascertains, as far as possible, where and how the discrepancy has occurred. (A. R., 718.)

Report.

324. The report will be prepared in triplicate and will then be submitted to the convening authority for approval or disapproval. Separate reports will be made for each staff department concerned. (A. R., 719.)

When destroyed.

325. On the approved recommendation of a surveying officer, public animals may be killed to prevent contagion or terminate suffering; clothing infected with contagious disease, stores that have become so deteriorated as to endanger health or injure other stores, and unserviceable stores of no salable value may be destroyed.

This paragraph will be limited, in its application to ordnance stores, to such as form part of the equipment of cavalry and infantry and to articles of similar character and cost, small arms excepted.

A certificate of the witnessing officer that the property has been destroyed as authorized will be appended to the report. (A. R., 720.)

When report is complete.

326. When the value of the property submitted for survey or the loss or damage to be inquired into does not exceed $500, and the interested officer does not request the department commander's action, the report will be considered complete, for submission as a property voucher, upon the approval of the appointing authority. One copy will then be forwarded to department headquarters and the others delivered to the officer accountable. (A. R., 721.)

When report is forwarded.

327. Should the report be disapproved by the appointing authority, or should the value of the property submitted for survey or the loss or damage to be inquired into exceed $500, or, whatever the amount involved, should the officer pecuniarily interested request it, the report in triplicate will be forwarded to the next higher commander for review, and with his action is complete. One copy will then be filed at department headquarters and the others sent to the accountable officer. But all reports of surveys of property, whatever their nature or the amounts involved, are subject on call to the approval or disapproval of the next higher commander, or such other action on his part as the merits of the case or the interests of the Government may in his opinion require. (A. R., 722.)

When approved.

328. The reports of a survey which recommend the relief of officers and enlisted men from responsibility should not be approved unless full and careful investigation and convincing proof to sustain the findings appear. (A. R., 723.)

Action taken when common carriers are responsible.

329. When the approved report of a surveying officer holds common carriers or persons not in the military service of the United States responsible for the loss of or damage to public property or stores, the chief of that branch of the staff to which the stores or property pertain in the territorial department in which the loss or damage occurred will at once take steps to make collection from the parties so held. If the loss occurred during transit, collection will be made through the Quartermaster's Department; if there were deficiencies in the original packages when purchased and delivered, collection will be

made through the purchasing officer. The chief of bureau will be notified at once of the steps taken toward making collection, and, when the money is refunded, report will be made showing how and when accounted for. If, in any instance, collection can not be made, that fact, together with reasons therefor, will be likewise reported to the chief of bureau. (A. R., 724.)

Vouchers to property returns.

330. Properly approved reports of surveys of property may be submitted as vouchers to property returns. They are not to be considered as conclusive until accepted by the Secretary of War. Until then they are to be regarded simply as the opinions and recommendations of disinterested officers, to aid in the settlement of questions of accountability between the Government and the individuals concerned. If, on examination in the proper bureau, they exhibit serious errors or defects either of investigation or of finding, they will not be accepted as sufficient vouchers, and the officer submitting them will be duly notified, that he may have opportunity to make explanations or appeal to the Secretary of War. (A. R., 725.)

Posts not under department commander.

331. At posts or stations not under the control of department commanders commanding officers will be governed by these regulations in appointing surveying officers and acting upon their reports, but in cases referred to in A. R. 722, will forward the papers to the chiefs of bureaus to which the property pertains. (A. R., 726.)

Stoppages.

332. Whenever a report of a survey recommends a stoppage against an enlisted man and the recommendation is approved, the appointing authority will cause a copy of the report to be furnished to the company commander who will charge the amount on the next pay rolls of the company. (A. R., 727.) The officer accountable for the property will be furnished a statement of charges, Form 56, for use as a voucher to his return.

If inspection of property follows survey.

333. If an inspection of property follows the report of a survey thereon, one copy of the proceedings will accompany the inventory and inspection report which is transmitted for approval, and will afterwards be returned to be used as a voucher to the officer's returns, and another, with the inventory and inspection report, will be filed by the officer with his retained papers. (A. R., 728.)

Private property of officers and enlisted men lost.

334. Compensation may be made under the provisions of the act of Congress approved March 3, 1885, for private property of officers or enlisted men lost or destroyed

in the military service under any of the following circumstances:

1. Without fault or negligence on the part of the claimant, and on account of some exigency or necessity of the military service.

2. Where the private property so lost or destroyed was shipped on board an unseaworthy vessel by order of an officer authorized to give such order or direct such shipment.

3. Where it appears that the loss or destruction of the private property of the claimant was in consequence of his having given his attention to the saving of the property belonging to the United States which was in danger at the same time and under similar circumstances.

Compensation will not be made for losses sustained in time of war or hostilities with Indians, and claim for compensation must be presented within two years from the occurrence of the loss or destruction. Each claim for compensation will be forwarded through military channels to the Auditor for the War Department and will, if possible, be accompanied by the proceedings of a board of officers, showing fully the circumstances of the loss. All personal property for the loss or destruction of which payment is claimed must be enumerated and described in the proceedings of the board of officers, but the board will recommend payment for only such articles as in the opinion of the board were reasonable, useful, necessary, and proper for the claimant to have in the public service in the line of duty. (A. R., 729.)

ARTICLE X.

CIVILIAN EMPLOYEES.

GENERAL PROVISIONS.

Employment.

335. In the staff corps and departments the employment of civilians will be regulated by the respective chiefs of bureaus under the direction of the Secretary of War. Those whose services are engaged with the intention or probability of retaining them for more than three months are classified as permanent employees. Their appointment, dismissal, promotion, or reduction will be made, under the supervision of the respective chiefs of bureaus, by the officers employing them, except as controlled by statute or the civil-service rules; but in selections for such

employment preference will be given, as far as practicable, to applicants who have served meritoriously as enlisted men in the Army, and the appointments and promotions of all permanent employees, except mechanics, laborers, teamsters, and others of similar or kindred occupations, will be submitted for the approval or confirmation of the Secretary of War. (A. R., 730.)

By month or day.

336. Civil engineers, clerks, inspectors, storekeepers, packers, watchmen, messengers, teamsters, mechanics, and laborers will, as a rule, be engaged by the month, day, or piece, and paid at the end of each calendar month. They will be designated upon the rolls in the capacity in which employed and at the rates established. When discharged and not paid, certified statements will be given them. (A. R., 733.)

Day's work.

337. Eight hours constitute a day's work for all mechanics and laborers employed by or on behalf of the United States, except in cases of emergency. This rule does not extend to engineers, firemen, seamen, watchmen, messengers, teamsters, and others, the nature of whose employment is peculiar and whose services may be necessary at any or occasionally at all hours of the day. (A. R., 734.)

TRAVELING EXPENSES OF CIVILIAN EMPLOYEES.

Transportation.

338. For authorized journeys of civilian employees of any branch of the military service transportation requests will be obtained when practicable, but will be obtained in every case for travel over bond-aided railroads. (A. R., 735.)

Reimbursement of expenses.

339. Reimbursement of actual expenses when traveling under competent orders will be allowed, under the following heads, to civilians in the employ of any branch of the military service, excepting the expert accountant of the Inspector-General's Department, paymasters' clerks, and those mentioned in the next succeeding paragraph, viz:

1. Cost of transportation (excluding parlor-car fare) over the shortest usually traveled route, when it was impracticable to furnish transportation in kind on transportation requests.

2. Cost of transfers to and from railroad stations, not exceeding 50 cents for each transfer.

3. Cost of one double berth in a sleeping car, or customary stateroom accommodation on boats and steamers when extra charge is made therefor.

4. Cost of meals not exceeding $3 per day while en route when meals are not included in the transportation fare paid; and not exceeding $3 per day for meals and lodgings during necessary delay en route.

5. Cost of meals and lodgings not exceeding $3 per day while on duty at places designated in the orders for the performance of temporary duty. (A. R., 736.)

Laborers, teamsters, etc.

340. Laborers, teamsters, and employees of similar character, traveling under competent orders, will be entitled to such actual and necessary expenses of travel and subsistence as may be authorized by the chief of bureau which pays the accounts. Those in receipt of a ration under A. R. 1219 will not be allowed commutation therefor. If it be impracticable for them to carry rations in kind, rations will not be drawn for the period during which they are traveling. (A. R., 737.)

Receipts for expenses.

341. None but the authorized items of traveling expenses of civilians will be allowed. They will in all cases be set forth in detail in each voucher for reimbursement, supported by oath and, when practicable, by receipts. (A. R., 738.)

Subsistence

342. The allowances hereinbefore provided for the subsistence of civilian employees cease upon the arrival of the employees at the destination mentioned in their orders for travel; they must then subsist on their rations, if entitled to them, or provide for their subsistence out of their regular pay. (A. R., 739.)

Paymasters' clerks and expert accountant.

343. Paymasters' clerks and the expert accountant of the Inspector-General's Department when traveling on duty will, when transportation in kind can not be furnished by the Quartermaster's Department, be reimbursed for cost of transportation paid by them exclusive of parlor or sleeping car fares of transfers, and will receive in addition thereto, for all travel whether or not on transportation requests, 4 cents per mile for each mile necessarily traveled by them in the performance of duty; distance to be computed over the shortest usually traveled route. But in traveling on duty to and from or between our island possessions only actual expenses shall be paid for sea travel. (A. R., 740.)

By what department paid.

344. Actual traveling expenses, as contemplated in the preceding paragraphs, are paid by the following departments, viz:

Pay Department.—To paymasters' clerks, the expert accountant of the Inspector-General's Department, civil-

ians summoned as witnesses before, and authorized reporters of, military courts.

Ordnance Department.—To employees at arsenals and armories (cost of transportation included) from appropriations for the service of the Ordnance Department.

Engineer Department.—To employees on public works and fortifications (cost of transportation included) from appropriations made specifically for the work.

Quartermaster's Department.—To employees of the Quartermaster's and Subsistence departments, and other employees of the Army not above provided for. (A. R., 741.)

Transfer of clerks with staff officers.

345. When officers of the staff departments change station the transfer of clerks or other employees to the new stations at the expense of the United States is prohibited, except in cases of urgent necessity, for which the sanction of the Secretary of War will be first obtained. The Pay Department is excepted from this regulation. (A. R., 742.)

TRANSPORTATION AND PAY OF CIVILIAN WITNESSES.

Civilian employees.

346. Civilians in the employ of the Government when traveling upon summons as witnesses before military courts are entitled to transportation in kind from their place of residence to the place where the court is in session and return. If no transportation be furnished they are entitled to reimbursement of the cost of travel actually performed by the shortest usually traveled route, including transfers to and from railway stations, at rates not exceeding 50 cents for each transfer, and the cost of a double berth in a sleeping car or steamer when an extra charge is made therefor. They are also entitled to reimbursement of the actual cost of meals and rooms at a rate not exceeding $3 per day for each day actually and unavoidably consumed in travel or in attendance upon the court under the order or summons. No allowance will be made to them when attendance upon court does not require them to leave their stations. (A. R., 998.)

Civilians.

347. A civilian not in Government employ duly summoned to appear as a witness before a military court will receive $1.50 per day for each day actually in attendance upon the court, and 5 cents a mile for going from his place of residence to the place of trial or hearing, and 5 cents a mile for returning; but in Wyoming, Montana, Washington, Oregon, California, Utah, New Mexico, Arizona, and Porto Rico he will be paid 15 cents for each

mile necessarily traveled over any stage line or by private conveyance, and in Porto Rico 10 cents for each mile over any railway, in such travel. (A. R., 999.)

By whom paid.

348. In case a civilian witness duly subpœnaed before a general court-martial refuses to appear or qualify as a witness, or to testify or produce documentary evidence, as required by law, he will at once be tendered or paid by the nearest paymaster one day's fee and mileage for the journeys to and from the court, and will thereupon be again called upon to comply with the requirements of law. The fees and mileage of civilian witnesses residing beyond the limits of the State, District, or Territory in which the court-martial is held will not be paid in advance, as such witnesses can not be punished if they refuse to obey the summons. Civilian witnesses will be paid by the Pay Department. (A. R., 1000.)

Return journeys.

349. The charges for return journeys of witnesses will be made upon the basis of the actual charges allowed for travel to the court, and the entire account thus completed will be paid upon discharge from attendance without waiting for completion of return travel. (A. R., 1001.)

Items of expenditure.

350. The items of expenditure authorized in A. R. 998 and 999 will be set forth in detail and made a part of each voucher for reimbursement. No other items will be allowed. The correctness of the items will be attested by the affidavit of the witness, to be made, when practicable, before the judge-advocate. The certificate of the judge-advocate will be evidence of the fact and period of attendance, and will be made upon the voucher. (A. R., 1002.)

When paid by civil authorities.

351. Compensation to civilians in or out of Government employ for attendance upon civil courts is payable by the civil authorities. (A. R., 1003.)

ARTICLE XI.

STAFF ADMINISTRATION, ETC.

STAFF ADMINISTRATION.

Recruitment of Army.

352. The supply, payment, and recruitment of the Army, and the direction of the expenditures of the appropriations for its support, are by law intrusted to the Secretary of War. He exercises control through the Chief of Staff and the bureaus of the War Department. He determines where and how particular supplies shall

be purchased, delivered, inspected, stored, and distributed. (A. R., 743.)

Change of station.

353. When a chief of bureau of the War Department desires to change the station of an officer or enlisted man of his department, or to send him on duty peculiar thereto (except in cases of officers employed under the appropriations for the improvement of rivers and harbors and for construction of fortifications), he will apply to The Military Secretary of the Army for the necessary orders, setting forth the reasons for the change or the purpose of the journeys. (A. R., 745.)

Assignment of stations.

354. The assignment to stations of officers or enlisted men of the staff departments, or of post noncommissioned staff officers, except as provided in the Field Service Regulations, will be made by the War Department or by commanders of territorial divisions and departments, under the special authority of the War Department. The commander of a division or department who, in consequence of the movement of troops or other necessity of service, removes an officer from the station to which he has been assigned by the War Department, will promptly report the case to The Military Secretary of the Army. (A. R., 746.)

Selection of board.

355. When business upon which a board of officers is to be assembled is solely within the sphere of duty of a particular staff department, and the members thereof are to be selected from the same, the chief of such department will call the board if it is to meet at a post or station under his immediate control and is to be composed only of officers serving thereat; otherwise the order appointing it will be issued by direction of the Secretary of War. (A. R., 747.)

Important communications.

356. Copies of all important communications from a bureau of the War Department to a disbursing officer on the staff of a department commander, which concerns service in such department, will be sent direct to the department commander. (A. R., 748.)

Staff officers, supervision of.

357. Staff officers assigned to the command of an officer are under his supervision and control in all matters pertaining to or affecting the command and in all other matters which are not specially excepted from such control by the regulations or orders of the War Department. (A. R., 749.)

Estimates and requisitions.

358. Officers doing duty as staff officers of military posts and commands will submit their estimates and requisitions for supplies, property, and money to their immediate com-

manding officers for revision and approval, who will carefully examine estimates and requisitions and satisfy themselves that money or articles asked for are in amount, quantity, and kind actually required for the public service during the period covered. (A. R., 752.)

Revision of estimates.

359. The chief of each branch of the staff of any command will carefully revise the estimates and requisitions for money and supplies for the command in so far as his particular branch is concerned. He will ascertain and recommend the cheapest markets and most economical routes of transportation. Such officers will receive from their commanders timely instructions as to all contemplated movements of troops and as to any probable increase or diminution of the garrison at any particular post, that a proper and economical distribution of supplies may be made. (A. R., 753.)

Rigid economy required.

360. It is the duty of commanding officers to enforce rigid economy in public expenditures and to correct all irregularity and extravagance which they may discover; to see that disbursements are economically made and that public property is protected; to scrutinize carefully all contracts and vouchers for disbursements, and to guard the public interests in every particular. (A. R., 754.)

MILITARY CORRESPONDENCE.

Official letters.

361. An official letter should refer to one subject only. Letters of transmittal will be used only when necessary, and when used must refer only to the matter transmitted; none are required with rolls, returns, estimates, requisitions, or periodical reports. Telegrams will be followed by official copies sent by first mail. (A. R., 778.)

Half sheets.

362. A half sheet of letter paper will be used for a communication requiring but a single page. When more than one page is required additional sheets may be used, numbered consecutively. Official communications will be written only upon one side of the paper used. (A. R., 779.)

Folding.

363. Letter paper will be folded in three and foolscap in four equal folds parallel with the writing. The inner or left edge of the sheet is the top when folded; the left fold of the outer page is the first fold. The first fold will be used exclusively for a brief analysis of the contents of the communication, the office marks, and note of inclosures. A letter will be properly briefed at the first office at which it is received and entered. (A. R., 780.)

Addresses.

364. The post-office address of an officer's station will be given in his official letters. Indefinite expressions of locality, which do not indicate where the letter was written, will not be used. (A. R., 781.)

Indorsements.

365. Indorsements commence at the top of the second fold, and are numbered serially in order of dates on the successive folds, leaving room after each for office marks. Additional space for indorsements will be provided by pasting slips of paper on the under side of the last fold (right edge of original paper), each slip, when attached, to have the same length and width as the original fold, and to turn back upon the last fold like the leaf of a book. The first fold, on which the brief is made, is always outside. Printed labels, by way of indorsement, will not be pasted on official papers. In no case will a loose wrapper be placed around an official paper, except as a mere covering. (A. R., 782.)

Inclosures.

366. All inclosures will be numbered, and will be given the proper office marks. Inclosures to the original communication are noted on the face of the letter to the left of the signature. If others are added when an indorsement is made, their number will be noted at the foot of the indorsement to which they pertain and also on the first fold of the original communication. To the latter notation will be added the number of the indorsement to which they belong, thus, "One inclosure—fifth indorsement." Inclosures to indorsements are numbered in the same series as those to the original paper, and the number of the indorsement to which they belong is added below. If few in number and not bulky, inclosures may be kept inside the original paper; otherwise they will be folded together in a wrapper marked "inclosures." Officers through whose hands official papers pass will make the inclosures and slips secure when they are not so. (Models illustrating the system are furnished from the Military Secretary's Office.) (A. R., 783.)

Signatures.

367. Official communications will be signed or authenticated with the pen and not by facsimiles. Signatures will be plainly and legibly written, with the rank and regiment or corps of the writer annexed; if by order, stating by whose order. By virtue of the commission and assignment to duty, the adjutant-general or adjutant of any command transacts the business or correspondence of that command over his own signature; but when orders or instructions of any kind are given, the authority by which

he gives the order must be stated. In the absence of a commanding general, his chief of staff, or if there be none, his adjutant-general, in signing the communications to be forwarded to higher authority, will add to his signature the words, "In the absence of the ——— commander." (A. R., 784.)

Actual rank.

368. An officer will not be designated in orders nor addressed in official communications by any other title than that of his actual rank. (A. R., 785.)

Private correspondence.

369. Private correspondence from persons in the military service which they may desire to have forwarded through the dispatch agents of the United States will be addressed, under cover, to the War Department. (A. R., 786.)

When to Military Secretary.

370. Official communications from the Army at large, intended for the War Department, will be in writing and addressed to The Military Secretary, who, in person or in writing, will submit to the Chief of Staff all business pertaining to Army administration intended for the Secretary of War and all business coming clearly within the scope and purview of the duties imposed by law upon the General Staff Corps and the Chief of Staff, to be acted upon by him in conformity to the regulations duly prescribed for that purpose by the President or the Secretary of War.

Correspondence of the War Department with the Army will be through or by The Military Secretary. (A. R., 787.)

Military channels.

371. Communications, whether from a subordinate to a superior or vice versa, will pass through intermediate commanders. This rule will not be interpreted as including matters in relation to which intermediate commanders can have no knowledge and over which they are not expected to exercise control.

Verbal communications will be governed by the same rules as to channels as written communications. Where necessity requires communications to be sent through other than the prescribed channel, the necessity therefor will be stated.

Communications from superiors to subordinates will be answered through the same channel as received. (A. R., 788.)

Military channels of correspondence.

372. Official correspondence between the heads of the different departments of the staff of any command and its commander will pass through the adjutant-general or adjutant of the command. Communications to or from a commander and his subordinates will pass through the

same channel. Communications, however, between a disbursing officer and the chief of the bureau in which he is serving, which do not involve questions of administrative responsibility within the supervision of commanding officers, nor affect the official interests of individuals, but which relate exclusively to the routine of business in his department, will pass direct. (A. R., 789.)

Post correspondence through post commander.

373. Except as provided in A. R. 788, all communications, reports, and estimates from officers serving at a military post, and communications of every nature addressed to them relating to affairs of the post, will pass through the post commander. (A. R., 790.)

Expression of opinion.

374. Officers who forward communications will indorse thereon their approval or disapproval, with remarks. No communication will be forwarded to the War Department by a department commander or other superior officer for the action of the Secretary of War without some recommendation or expression of opinion. (A. R., 791.)

When signed by staff officers.

375. A commander or chief of bureau may communicate with those under his command or direction through a staff or other suitable officer. With all others he will himself make the communication. (A. R., 792.)

Opinion of Judge-Advocate-General.

376. Unless otherwise expressly authorized by statute, an application for the official opinion of the Judge-Advocate-General or of an officer of any executive department of the Government other than the War Department will be addressed to The Military Secretary of the Army. Abstract questions will not be presented. (A. R., 793.)

Courtesy in correspondence.

377. In official correspondence between officers or between officers and officials of other branches of the public service, and especially in matters involving questions of jurisdiction, conflict of authority, or dispute, officers of the Army are reminded that their correspondence should be courteous in tone and free from any expression partaking of a personal nature or calculated to give offense. Whenever questions of such character shall arise between officers and officials of other branches of the public service and it is found that they can not be reconciled by an interchange of courteous correspondence, the officer of the Army, as the representative of the interests of the War Department in the matter involved, will make a full presentation of the case to the Secretary of War, through the proper military channels, in order that the same may be properly considered. (A. R., 795.)

RECORDS.

378. All military records must be carefully preserved. (A. R., 827.) Preservation.

379. All public records and papers, such as letters and telegrams received, books of general and special orders and circulars, books of letters received and sent, guard reports, morning reports, descriptive and clothing books, sick reports, etc., are the property of the United States, and will be required by the War Department in the settlement of claims against the Government, and for other official purposes. Whenever posts, districts, territorial divisions, departments, corps, divisions, brigades, regiments, and companies are discontinued all such records will be carefully labeled, packed and marked, showing the command to which they pertain, and forwarded to The Military Secretary of the Army. Records of discontinued depots of the staff departments will be forwarded direct to the chief of the staff department to which they pertain. (A. R., 828.) Disposition.

380. The use of colored inks, except as carmine or red ink is used in annotation and ruling, is prohibited in the records and correspondence of the Army. (A. R., 829.) Colored inks.

381. Sections 5403 and 5408, Revised Statutes, prescribe penalties for the fraudulent or wrongful destruction, withdrawal, or removal from any public office of any public record, paper, or document therein deposited. (A. R., 830.) Destruction or removal.

382. No information will be furnished by any person in the military service which can be made the basis of a claim against the Government, except it be given as the regulations prescribe to the proper officers of the War, Treasury, or Interior Departments, or the Department of Justice. Information concerning sick and wounded officers and enlisted men may be freely conveyed to allay the anxiety of friends. The fact of death may be communicated to relatives, but not circumstances connected therewith which could be made use of in prosecuting claims against the Government. If any person in the military service has knowledge of facts pertaining to the service of an individual who is an applicant for a pension he may, upon request, if not pecuniarily interested, furnish a certificate or affidavit setting forth his knowledge; but record evidence will be furnished by the War Department only. (A. R., 831.) Information as basis of claim.

PERSONAL AND EFFICIENCY REPORTS.

Report upon arrival.

383. When any officer arrives at Washington, D. C., or at the headquarters of a territorial division or department, he will report at the office of The Military Secretary or Adjutant-General, and will there record his name, residence in the city, and the authority by which he is absent from his station. (A. R., 832.)

Report monthly.

384. An officer of a staff corps or department, or an officer serving therein by detail, will report to the head of the corps or department on the last day of every month, giving a statement of the duties on which he has been employed during the month. Every officer on the retired list will, unless specially exempted, report his address to The Military Secretary of the Army on the last day of every month and will also report promptly each change of address. (A. R., 836.)

Efficiency reports.

385. Efficiency reports will be made on June 30 of each year and forwarded to The Military Secretary of the Army through intermediate commanders, who will indorse

By whom made.

thereon such remarks as may be proper in each case; by the head of each staff department or corps at the headquarters of a territorial division or department respecting each officer attached to his office or serving under his immediate direction. (A. R., 838.)

Preparation.

386. In preparing efficiency reports, reporting officers will exercise the greatest care to set forth all facts concerning each officer and his record which may aid the Department in forming a true estimate of standing, ability, and special fitness for any military duties. (A. R., 841.)

Where forwarded.

387. Chiefs of staff corps and departments will note the correctness of the reports received and will add any data known to them which will contribute to the completeness of the record in each case. All efficiency reports will be transmitted to the Secretary of War as soon as practicable after their receipt, verification, and completion. (A. R., 842.)

PENALTY ENVELOPES.

When used.

388. Official communications, and other mailable matter relating exclusively to the public business, will be transmitted through the mails free of postage, if covered by the "Penalty envelope." Where an officer writes to a private party on official business he may inclose with his letter an official penalty envelope, properly addressed to himself, to cover the reply. (A. R., 843.)

Official communication defined.

389. Information which is intended to be used in the performance of official duty only is official information, while that which is intended to be used for the furtherance of private interest, ends, or business in any way whatever, though called for by a public officer, is private information. The official envelope may be used to give or obtain the former, but not the latter. (A. R., 844.)

Envelopes—how prepared.

390. Envelopes for official mail matter for the War Department will have "War Department," the designation of bureau or office, and "Official business," printed in three or four lines, as may be required, in the upper left corner, and in the upper right corner the following: "Penalty for private use, $300." Envelopes for the use of the headquarters of a territorial division or department, for a post, station, armory, arsenal, depot, or school of instruction, will be of the same form, with the proper substitution for the designation of the bureau or office, and with the address when necessary. Envelopes required for the transmission of printed matter may also have printed thereon "Printed matter." Other printing or ruling on such envelopes at public expense is prohibited unless printed at the Government Printing Office. For the official business of officers not embraced in the foregoing classes, and officers on the retired list, the heading "War Department," "Official business," will be placed across the left end of the envelope, with the officer's official signature written immediately below it, and with the penalty clause in the upper right corner. (A. R., 845.)

Weight.

391. Packages of public property weighing not more than 4 pounds may be sent through the mails under cover of the penalty envelope. Penalty envelopes with return address may be furnished to any person from whom official information is desired, or for the return of official vouchers, but will not be furnished to merchants or other dealers to cover the transmission of public property. (A. R., 846.)

Use of freight or express.

392. The use of freight or express lines for transmitting official letters or packages that can be sent by mail is forbidden. (A. R., 847.)

Foreign correspondence.

393. The penalty envelope will not be used for foreign correspondence. (A. R., 848.)

8553—04——7

ARTICLE XII.

BARRACKS AND QUARTERS, ETC.

BARRACKS AND QUARTERS.

Inspection when vacated.

394. When buildings are about to be occupied, allotted, or vacated, an inspection of them will be made by the quartermaster, who will make and file a statement of their condition, reporting to the commanding officer any damage apparently due to carelessness or neglect. Damages will be promptly repaired if possible. (A. R., 1018.)

Care to prevent damage.

395. Neglect by any officer or soldier to take proper care of rooms or furniture used by him is a military offense. In case of damage, such officer or soldier may be allowed to pay cost of necessary repairs if the commanding officer deem such payment sufficient. Commanding officers will report, through prescribed channels, to the War Department their proceedings in all cases under this regulation. (A. R., 1019.)

Annual inspection.

396. An annual inspection of all public buildings at every post will be made prior to March 1 by the commanding officer and quartermaster, after which the quartermaster will prepare a report upon the form prescribed for that purpose, giving a description of each building and its condition and capacity, the character and extent of any additions, alterations and repairs made upon it during the preceding year, and cost of same; the repairs needed, with estimates therefor.

If new buildings are required, the necessity will be fully stated, and, if authorized by the War Department, plans and specifications will be prepared in the Quartermaster-General's Office.

The commanding officer will carefully examine the report and estimates and forward them, with the expression of his views, to the department commander on March 1.

In the spring, as soon as possible after the fires are out for the season, the quartermaster will inspect, with a view of preparing the annual estimates for repairs thereto, the steam, hot air and hot water heating systems. The estimates will be submitted immediately thereafter.

Estimates for heating, plumbing and water supply will be made separately. (A. R., 1020.)

Allotment for repairs.

397. As soon as practicable after the passage of the annual appropriation act for the support of the Army each department commander will be informed of the amount

allotted to his department from the appropriation for repairs to barracks and quarters for the fiscal year to which the allotment pertains. (A. R., 1021.)

Final action.

398. The department commander will take final action upon all annual estimates for repairs to public buildings, payable from the appropriation for barracks and quarters, made under the provisions of A. R. 1020, and also upon all special estimates for repairs to public buildings in his department, payable from the same appropriation, where the amount involved in any one estimate does not exceed $200, provided the amount allotted to his department for the fiscal year is not exceeded thereby. (A. R., 1022.)

Amount for each building specified.

399. The department commander in making allotments for repairs to the various posts in his department will specify the amount approved for each building. He will limit his action to repairs and will not take final action upon alterations or additions to buildings. (A. R., 1023.)

Copy for Quartermaster-General.

400. After the allotments to posts have been made by the department commander, one copy of the annual inspection report, with final action noted, will, as soon as practicable, be forwarded to the Quartermaster-General. (A. R., 1024.)

Special repairs not exceeding $200.

401. Expenditures for necessary repairs, not to exceed $200 in any one case, for the purchase of material and for the temporary employment of labor may, with the approval of the department commander, be made by the chief quartermaster of a department. Employment of labor under this authority will be only for the job, and no skilled laborer or person in trades positions will be employed for a period exceeding three months.

These expenditures will be made from funds appropriated by Congress for the fiscal year in which made under the heads of "Regular Supplies," "Transportation of the Army," and "Barracks and Quarters."

The expenditures from the appropriation for "Barracks and Quarters" authorized in this paragraph are in addition to those authorized in A. R. 1022, and will be limited to emergency repairs due to damages from fire or storm.

Report required.

Report covering all such expenditures, and the necessity therefor, with the approval of the department commander, will be made to the Quartermaster-General promptly at the end of each month. The Quartermaster-General will, upon receipt of this report and proper estimate of funds, supply to the chief quartermaster of the department the amounts so expended. (A. R., 1025.)

Use of private buildings.

402. When private buildings occupied as barracks or quarters, or lands occupied as encampments are vacated, the commanding officer and quartermaster will make an inspection of them, and the latter will report, through the prescribed channel, to the Quartermaster-General, their condition and any injury which has resulted to them by reason of such occupancy. (A. R., 1026.)

Public buildings to be numbered.

403. All public buildings at a post will be numbered and thereafter each new building will be given its proper numerical designation. The number originally given a building will be retained and entered by the quartermaster as a permanent record, and will not be altered to correspond with the post directory or to conform to changes therein. Against each building will be charged all expenditures made thereon, noting sums authorized, authority therefor, and amounts actually expended. All expenditures made for the erection of new buildings and for additions, alterations, or repairs will be so entered as to accurately exhibit the cost of each building to date. (A. R., 1027.)

Box lockers.

404. The Quartermaster's Department will provide in all permanent barracks a box locker for each enlisted man for his uniform and extra clothing. Each man will provide his own lock. (A. R., 1028.)

Chairs and cuspidors.

405. Barracks will be supplied with chairs, at a rate not exceeding one for each noncommissioned officer and one for every two of the other enlisted men quartered there. Cuspidors, with suitable mats on which to place them, will be supplied in all barracks and other buildings occupied or used by enlisted men. (A. R., 1029.)

Change of station, equipment taken.

406. China and glassware belonging to mess outfits, bunks, mattresses, pillows, benches, chairs, tables, and other articles of furniture provided for soldiers' barracks, will not be removed therefrom without the order of the post commander, nor will they be removed from a post or station except by order of the War Department. Box lockers, mattress covers, pillowcases, bed sheets, and barrack bags should be transported in all changes of station, but will not be taken into the field. (A. R., 1030.)

STOREHOUSES.

Protection subsistence stores.

407. Storehouses, sheds, paulins, or other means of covering and protecting subsistence supplies will ordinarily be provided by the Quartermaster's Department. (A. R., 1215.)

Storage, powder, etc.

408. Coal oil, gunpowder, quicklime, or other articles of like dangerous nature will not be kept in or near subsistence storehouses. (A. R., 1216.)

LANDS, BUILDINGS, AND IMPROVEMENTS.

Purchase of land.

409. Land shall not be purchased for the United States except under an act of Congress authorizing the purchase; nor shall public money be expended for the erection of armories, arsenals, forts, fortifications, or permanent buildings of any description thereon, until the written opinion of the Attorney-General shall have been obtained announcing the validity of the title thereof in the Government, nor, if the land be within any State, until jurisdiction over it shall have been ceded to the United States by the legislature of the State, or such cession of jurisdiction shall have been expressly waived by Congress. (A. R., 708.)

Limit $20,000 cost of building.

410. Permanent military buildings will be constructed only under special authority granted by an act of Congress, unless the work or labor connected therewith is performed by troops, and in such case the authority of Congress must first be obtained if the estimated cost of the building or structure exceeds $20,000. (A. R., 710.)

Erection buildings, etc.

411. Permanent barracks, quarters, or other buildings, or piers or wharves, will not be erected or constructed except by the order of the Secretary of War, and in accordance with plans approved by him; nor will any material alterations be made in public buildings unless like authority is first obtained; nor will any expenditures exceeding $500 be made upon any building or grounds at any post, fort, arsenal, or depot without the approval of the Secretary of War and upon detailed estimates submitted to him. (A. R., 711.)

Plat of posts required.

412. A copy of the plat of the lands at each post, fort, arsenal, and depot, furnished from the proper bureau, will be carefully preserved in the office of the commanding officer. (A. R., 712.)

DAMAGE OF PUBLIC BUILDINGS BY FIRE.

Action in case of fire.

413. In all cases of damage of public buildings by fire, a board of officers will be appointed to make a full report of all important facts incident thereto, i. e., the cause, estimated damage, responsibility, means at the post for extinguishing fires and the extent of its use in each case.

This report will be forwarded to the War Department through military channels for reference to the Chief of the Bureau to which the building pertains. A telegram will be sent at once to the Chief of the proper bureau informing him of the fire, the buildings burned, and the estimated damage.

ALLOWANCE AND ASSIGNMENT OF QUARTERS.

Assignment.

414. At each post and station where there are public quarters in buildings belonging to the United States, the quartermaster, under direction of the commanding officer, will allot to each officer the quarters to which his rank entitles him. (A. R., 1031.)

Special assignment.

415. At all posts where, in the opinion of the department commander, the barracks and quarters are sufficient for the purpose, the following regulations will govern their assignment and occupation:

1. Permanent quarters will be assigned to the field and staff officers of the garrison.

2. Quarters for the captain and lieutenants of each company will be designated as appertaining to each set of barracks, having reference to convenience of location. Where bachelor quarters are provided at a military post it is proper and necessary that they be assigned to officers without families.

Regulations governing.

3. On arrival of troops each company will be assigned by the commanding officer to appropriate vacant barracks and quarters. Quarters thus regularly assigned will not be subject to choice, but any not occupied may be chosen for temporary occupancy by an officer, in accordance with existing regulations, subject, however, to removal whenever an officer entitled to them arrives. The original assignment of quarters at any post or station will be made by a board of officers consisting of the commanding officer, the two senior line officers present, the senior surgeon, and the quartermaster. Upon the department commander's approval of the board's action, its recommendations will be carried into effect as soon as practicable, the department commander causing the assignments to take effect as changes occur in the stations of officers and troops, without removing any officer from quarters occupied by him under other existing regulations. (A. R., 1032.)

Selection.

416. At posts or stations where the provisions of A. R.

1032 can not be applied officers may make selection of quarters in accordance with their rank, but the commanding officer may direct that they confine their selection to buildings located near their troops. An officer may select quarters occupied by a junior, but will not displace a junior if there be quarters suitable to the rank of the senior available, with equal conveniences and accommodations. When an officer has made his choice he must abide by it, and shall not again displace a junior unless he himself is displaced by a senior. The particular rooms which constitute a set of quarters will be designated by the quartermaster, under the direction of the commanding officer. Attics are not counted as rooms. Officers will not choose rooms belonging to different sets. (A. R., 1033.)

Written application.

417. An officer reporting for duty at a post will, immediately upon his arrival, make written application to the commanding officer for quarters. If in command of troops, he will apply for quarters for himself, for his subordinate officers, and the enlisted men of his command. The application will be accompanied by a copy of the order directing him to report at the station, and will be referred to the quartermaster for proper action under such instructions as the commanding officer may indorse thereon. (A. R., 1034.)

Allowance.

418. An officer will not occupy more than his proper allowance of quarters, except by permission of the commanding officer when there is an excess of quarters at the station. The allowance will be reduced pro rata by the commanding officer when the number of officers and troops present makes it necessary. If the public buildings are inadequate, the commanding officer will apply, through the department commander, to the Secretary of War for authority to hire necessary quarters. (A. R., 1035.)

Quarters in kind.

419. Officers on duty without troops at stations where there are public quarters will be furnished them in kind. If insufficient, application for authority to hire quarters will be made as directed in A. R. 1035. (A. R., 1036.)

For staff.

420. At a military post where the headquarters of a department are or may be established the department commander may set aside quarters for the staff, but will not disturb assignments made under A. R. 1032, if it can be avoided. Quarters thus reserved will not be open to

selection, but will be subject to assignment independent of choice. (A. R., 1037.)

Right to quarters.

421. An officer's right to quarters is solely one of occupancy. When he and his family cease to occupy them, except in case of temporary absence, they are open to selection by and reassignment to some other officer on duty at the post. (A. R., 1038.)

Supplied at one station.

422. When assigned to duty without troops or awaiting orders for the convenience of the Government, officers will be entitled to quarters, but in no case will they be furnished quarters at two stations at the same time. (A. R., 1039.)

When absent.

423. The allowance of quarters to which an officer is entitled when on duty may be continued in kind, at his proper station, during the period for which the law permits him to be absent, without reduction of pay and allowances. An officer under suspension has the same right to quarters as when on duty status, if present at the post. (A. R., 1040.)

Mess room.

424. At a post a sufficient number of rooms may be set aside for a mess when a majority of its officers unite in a mess, but never when the officers to be accommodated are less than three in number. (A. R., 1041.)

On sick leave.

425. An officer on sick leave is entitled to public quarters at his station during the period of sick leave, not exceeding six months, provided he or his family occupy them. He may hold hired quarters only while he is personally an occupant. (A. R., 1042.)

FUEL AND STOVES.

Purchase fuel.

426. Officers may purchase from the Quartermaster's Department the fuel actually needed for their own use. For the quantity allowed them in the table contained in A. R. 1051, they will pay at the rate of $3 per cord for standard oak wood, or the equivalent thereof in other kinds of fuel as determined by the Quartermaster-General. For any additional quantity they shall pay the contract price. Payment will be made at the time of sale. (A. R., 1043.)

To whom sold.

427. The Quartermaster's Department may sell fuel in accordance with the preceding paragraph to contract and dental surgeons and veterinarians and to families of officers who are temporarily absent, or who are on duty abroad or in Alaska, on the written certificate of the officer that

the amount of his allowance covered by the certificate will not be otherwise drawn by him. Officers on the retired list, officers on sick leave, or under sentence of suspension from duty on reduced pay when absent from their proper stations, are not entitled to this privilege. (A. R., 1044.)

Families.

428. The commanding officer of a post, at or near which the immediate family of a regular or volunteer soldier resides, may, if the residence and other conditions of such family make it proper, grant to the head thereof permits to purchase for cash at cost prices such quantities of fuel and mineral oil as in his opinion may be reasonably needed for the sole use of the soldier's immediate family. (A. R., 1045.)

Sold for personal use.

429. Fuel will be sold to an officer only upon his certificate that it is for his personal or family use; any sale, exchange, or transfer whatever of fuel sold to an officer under this paragraph is forbidden. (A. R., 1046.)

Standard.

430. Merchantable oak wood is the standard; the cord is 128 cubic feet. The scale of equivalents to govern in the issue and sale of fuel will be published from time to time in general orders. (A. R., 1047.)

Kindling wood.

431. An officer may purchase from the Quartermaster's Department one-sixth of his allowance of fuel in kindling wood, which will be sold on the basis of its equivalent in oak wood. (A. R., 1048.)

Surplus public property.

432. Fuel issued to troops is public property. Any portion not consumed by them will be returned to the quartermaster and taken up on his return. (A. R., 1049.)

When issued.

433. Fuel will be issued only in the month when due. The cheapest fuel at the place of issue will, all things considered, be furnished. (A. R., 1050.)

Allowances, fuel, and stoves.

434. The following table shows the number of rooms, the quantity of fuel, and the allowance of cooking and heating stoves to be supplied for the use of officers and men in quarters and barracks:

	Rooms.			Cords of wood per month.		Increased allowance from September to April, both inclusive.		For quarters.		For office.
	As quarters.	As kitchen.	As office.	From May 1 to Aug. 31.	From Sept. 1 to Apr. 30.	Between 36° and 43° N. latitude, one-fourth.	North of 43° N. latitude, one-third.	Heating stoves.	Cooking stoves or ranges.	Heating stoves.
A lieutenant-general or major-general	5	1	...	1	5	1¼	1⅓	5	1	.....
A brigadier-general or colonel	4	1	...	1	4	1	1⅓	4	1	.....
A lieutenant-colonel or major	3	1	...	1	3½	¾	1⅛	3	1	.....
A captain	2	1	...	½	3	½	1	2	1	.....
A lieutenant	1	1	...	½	2	¼	½	1	1	.....
The Chief of Staff of the Army	...	...	3	....	3	½	1	.....	.....	3
The commanding officer of a territorial division or department	...	...	2	....	2	¼	½	.....	.....	2
An assistant to the Chief of Staff of the Army, the aids to the commanding general of a territorial division or department, and the general staff officers serving thereat	...	...	1	....	1	¼	¼	.....	.....	1
An assistant or deputy quartermaster-general, an assistant commissary-general of subsistence, an assistant surgeon-general, the assistant and deputy paymaster-general, and the chief quartermaster and chief commissary at the headquarters of a territorial division or department, each	...	...	2	....	2	¼	½	.....	.....	2
The commanding officer of a regiment, post, or battalion of engineers or field artillery, a paymaster, quartermaster, commissary, and adjutant, each	...	...	1	....	1	¼	¼	.....	.....	1
An assistant adjutant-general, an inspector-general, an acting inspector-general, an engineer,[a] an ordnance officer,[a] a signal officer, a judge-advocate or an acting judge-advocate, and the senior medical officer, when stationed on duty at any place not in the field,[a] each	...	...	1	....	1	¼	¼	.....	.....	1
Noncommissioned officers above grade number 15, A. R. 9, each	1	...	...	½	1	¼	½	1	.....	.....
Superintendent national cemetery	...	...	...	½	1	¼	½	.....	1	.....
Each noncommissioned officer, musician, private, and hospital matron	...	...	...	1/12	⅛	1/12	1/12	.....	.....	.....
Each necessary fire for the sick in hospital, each dispensary and hospital mess room at a military post or station, to be regulated by the surgeon and commanding officer, not exceeding	...	...	...	½	2	½	½	1	.....	.....
For general hospitals, when necessary, not exceeding, for each bed	...	...	...	1/12	⅛	1/12	1/12	.....	.....	.....
Each guard fire, to be regulated by the commanding officer, not exceeding	...	...	...	.....	3	½	1	1	.....	.....

[a] Except at Military Academy.

	Rooms.			Cords of wood per month.		Increased allowance from September to April, both inclusive.		For quarters.		For office.
	As quarters.	As kitchen.	As office.	From May 1 to Aug. 31.	From Sept. 1 to Apr. 30.	Between 36° and 43° N. latitude, one-fourth.	North of 43° N. latitude, one-third.	Heating stoves.	Cooking stoves or ranges.	Heating stoves.
Each necessary fire for military courts or boards, at a rate not exceeding	...	...	...	...	2	¼	⅓	1	...	...
Storehouse of a commissary and quartermaster, when necessary, not exceeding for each	...	...	...	...	1	¼	⅓	1	...	...
Each employee of the Quartermaster's, Subsistence, or Medical Department to whom subsistence in kind is issued by the Government	...	...	...	1/16	⅛	1/16	1/16	...	...	...
For library, reading room, schoolroom, chapel, and gymnasium, 1 heating stove for each, and when the garrison exceeds 150 enlisted men, 2 heating stoves, and such quantity of fuel for the same as may be certified to as necessary by the officers in charge and approved by the commanding officer	...	...	...	...	...	...	...	...	...	...
For a company: 2 large stoves in dormitory, 1 large stove in each mess room and day room, 1 small stove for each of the two rooms for noncommissioned officers, 1 small stove for the library, and 1 cooking stove or range sufficient to cook its food	...	...	...	...	...	...	...	...	...	...
Each hospital kitchen	...	...	...	...	...	...	...	...	1	...
For each authorized room as quarters for civilian employees	...	...	...	...	...	...	...	1	...	...
For each six civilian employees to whom fuel is allowed	...	...	...	...	...	...	...	1	...	...
For mess of civilian employees	...	...	...	...	...	...	...	...	1	...
For telegraph office	...	...	...	...	...	...	...	1	...	...
For each blacksmith, carpenter, and saddler shop	...	...	...	...	...	...	...	1	...	...
For a bakery and post exchange such quantity of fuel for the same as may be certified to as necessary by the officers in charge and approved by the commanding officer	...	...	...	...	...	...	...	...	...	...

When buildings for which fuel is furnished by the Quartermaster's Department are heated by steam, by separate plants, they will be allowed per month for each foot of radiating surface, from September 1 to April 30, $\frac{1}{140}$ cord wood; between thirty-sixth and forty-third degrees, north latitude, one-fourth increase; north of forty-third degree, north latitude, one-third increase. Buildings heated by hot water will be allowed 62½ per cent of the steam allowance. (A. R., 1051.)

Office rooms, Department headquarters.

435. In addition to the number prescribed in the table, A. R. 1051, the headquarters of a territorial division or

department will be allowed such number of office rooms (not more than eight) as may be necessary for clerks on duty thereat (the Quartermaster's and Subsistence departments excepted), which will be assigned by the commanding general. A heating stove for each room not otherwise heated will also be allowed. Office rooms will not be hired without the written authority of the Secretary of War, and no lease of such rooms will take effect until approved by him. (A. R., 1052.)

Office rooms, Quartermaster's and Subsistence departments.

436. The officers of the Quartermaster's and Subsistence departments may, when necessary, be allowed additional office rooms, with a heating stove for each, not to exceed three in the former and two in the latter-named Department. The number of additional rooms so allowed will be regulated by the Quartermaster-General. (A. R., 1053.)

Issue of stoves.

437. Stoves will not be issued to officers who receive commutation of quarters. (A. R., 1054.)

Fuel increase for latitude.

438. If at a military post, situated between the thirty-sixth and forty-third degrees of latitude, the mean temperature for twenty days of any calendar month is not above 20° F., an increase of fuel of one-third instead of one-fourth, as shown in the table, will be allowed. If the temperature is not above 10° F., an increase of one-half will be allowed, whatever the latitude of the place. The certificate of the post surgeon as to the mean temperature and the order of the post commander for the issue will be filed with the abstract of issues. (A. R., 1055.)

ILLUMINATING SUPPLIES.

Lighting.

439. The Quartermaster's Department will provide supplies for interior and exterior illumination. The necessary lights will be supplied for all buildings for which fuel is supplied. (A. R., 1056.)

Number of lights—how fixed.

440. The number of lights, exterior and interior, and the hours during which they may be used at each post, will be fixed and announced by commanding officers, with the approval of department commanders. The number of such lights must be limited to the smallest number for proper lighting, and the period of authorized burning of each light must be limited to the necessities in each case. (A. R., 1057.)

Candles.

441. If candle lanterns are used in stables, the candles will be issued by the Subsistence Department in such quantity as the commanding officer shall order as neces-

sary. If oil lanterns are used, the issue of oil, wicks, and chimneys therefor will be made by the Quartermaster's Department. (A. R., 1058.)

Mineral oil.

442. Mineral oil will be supplied for lamps and oil lanterns, and be issued in quantities as follows: For lamps used for interior illumination at the rate, per burner, of 4 ounces avoirdupois for each hour of authorized illumination for lamps using wicks of about 1½ inches diameter, and 2 ounces per hour for lamps with smaller wicks. For all oil lanterns, such quantities as the commanding officer shall order and certify as necessary. No volatile oils, except those authorized and supplied by the supply departments, will be used at military posts without the authority of the commanding general of the department in which the post is located. (A. R., 1059.)

Rate of burning.

443. A gallon of mineral oil of army standard weighs 104 ounces. In making estimates and requisitions calculations will be made at the rate of one gallon of oil for twenty-six hours' use of each large burner and fifty-two hours' use of each small burner.

Sale lighting supplies.

444. Officers of the Army, contract and dental surgeons, and veterinarians may buy from the Quartermaster's Department, at contract prices, such moderate quantity of mineral oil, lamps, wicks, and chimneys as they may need in the rooms occupied by themselves and families. This privilege is limited to the lamps, oils, wicks, and chimneys of patterns, kinds, and qualities provided for troops. (A. R., 1060.)

Sale to civilian employees.

445. Civilians employed with the Army at remote posts or stations, where it is impossible to procure at reasonable rates such articles of clothing and other quartermaster's supplies (except uniforms) as they may need for their health and comfort, may be allowed to purchase same from the Quartermaster's Department in limited quantities for their own use, for cash at cost prices, with 10 per cent added to cover transportation. Such sales will, however, be made only upon the written approval of the commanding officer setting forth the necessity for such action, this authority to be filed with the return of the officer making such sales. (A. R., 1061.)

Surplus.

446. Mineral oil issued to troops is public property for their use, and will be treated as provided in A. R. 1049 for fuel. (A. R., 1062.)

Sale electric current.

447. Each noncommissioned officer entitled to and occupying separate quarters at posts where gas or electricity

is installed will be allowed for the period between September 1 and April 30, 1,500 cubic feet of gas or 20,000 watts of electric current per month, and from May 1 to August 31, 900 cubic feet of gas or 12,000 watts electric current per month. Gas or electricity in excess of these allowances will be paid for at the end of each month to the quartermaster by the responsible noncommissioned officer.

Price.

At posts where the electric current is furnished from Government plant the charge for the excess will be at the rate of 10 cents per 1,000 watts. At posts where gas or electric current is obtained from local company the charge for the excess will be at contract price. (A. R., 1063.)

Meters.

448. In order to measure the amount of gas or electric current consumed, each noncommissioned staff quarters will be provided with proper meter, the key of which will be kept in possession of the quartermaster. (A. R., 1064.)

Meters for officers' quarters.

449. Each officer's quarters will be likewise provided with a meter and the occupants of the same will be required to pay for all gas or electric current used at rates as indicated in A. R. 1063.

Installation.

The cost of installation of electric lights or gas fixtures in officers' quarters, as in other public buildings at posts, will be borne by the Quartermaster's Department. (A. R., 1065.)

Fortification electric-light plant.

450. At each post supplied with a fortification electric plant sufficiently large for supplying necessary current for lighting buildings and grounds, the plant may be used for that purpose by the Quartermaster's Department when authorized by the Chief of Engineers, provided that the needs of defense shall have precedence over post lighting or power supply in any case in which both uses are simultaneously desired.

When constructed by Engineer Department.

For this purpose, when funds that are applicable can be spared, the Engineer Department will construct necessary conduits, service wires, etc., to deliver the current to the various buildings and to exterior lights, and the Quartermaster's Department will wire the buildings, furnish meters for officers' and noncommissioned officers' quarters, exterior lamps, etc., and will, in addition to the fuel, material, etc., required to be furnished by it to all fortification electric plants, supply for such plants as may be used for post lighting all material and funds necessary for their repair and preservation. (A. R., 1066.)

Lamps and oil, when prohibited.

451. The allowances of lamps and mineral oil are prohibited for buildings and grounds where gas or electric light is installed. (A. R., 1067.)

STATIONERY.

How issued.

452. The issue of stationery for all military purposes shall be made on requisition approved by the commanding officer. The material to be issued will consist of typewriter supplies, writing and blotting paper, pads, pens, penholders, ink, mucilage, sealing wax, office tape, envelopes, and lead pencils. Officers approving requisitions will enforce economy in the use of stationery. But one issue a quarter will be made to officers not drawing for an office. For each issue the quartermaster will require one copy of the approved requisition receipted by the officer to whom the issue is made. These issues, when returns are made to the Quartermaster-General, will be abstracted by the quartermaster, compared and approved by the commanding officer, and the abstract only forwarded to the Quartermaster-General. (A. R., 1068.)

Office allowance.

453. To each office desk or table is allowed one inkstand, one paper folder, one ruler, one steel eraser, and one piece of india rubber. A company commander is entitled to this allowance. Officers when relieved will transfer office stationery to their successors. (A. R., 1069.)

Retired officers.

454. The Quartermaster's Department is authorized to issue yearly to retired officers, upon proper requisition, six quires of writing paper, one hundred official envelopes, and fifty letter envelopes. (A. R., 1070.)

To ungarrisoned post.

455. The yearly allowance of stationery to a post noncommissioned staff officer on duty at a post not garrisoned by troops is two quires of writing paper, letter size; four sheets of blotting paper; one hundred envelopes, official size; one dozen steel pens; two penholders; one pint bottle of black ink; one small bottle of mucilage with brush; one inkstand, and one piece of office tape. (A. R., 1071.)

ICE MACHINES.

Ice machines.

456. The product of the ice machines operated by the Quartermaster's Department will be issued to the hospitals, the Subsistence Department for the preservation of subsistence stores, the different organizations, noncommissioned staff officers, offices, post schools, and workshops. After these uses are met, any surplus ice may be sold at average cost price to officers or their families, to post exchanges, and to civilian employees, and the proceeds of such sales will be deposited to the credit of the Treasurer of the United States. The quantity of ice issued to hospitals, organizations, noncommissioned staff

officers, offices, schools, and workshops will be regulated by the post commander and based upon the product obtained from the plant by judicious and economical operation. The supply for hospital use and for the preservation of subsistence stores will be paramount to all other uses and will be given preference in all cases where a reduction of issue becomes necessary. Post commanders will give their personal attention to the management of the ice machines and take care that expenses of every kind incident to their operation are limited to actual requirements, and that waste or unauthorized issues of the ice are prevented.

Ice not supplied by Subsistence Department.

457. At posts or stations where ice machines are operated the Subsistence Department will not supply ice.

PURCHASE OF PUBLIC ANIMALS.

Purchase.

458. The purchase of public animals will be made by the Quartermaster's Department after their inspection by that Department, and, unless otherwise directed by the Secretary of War, by contract after due competition. (A. R., 1072.)

Specifications governing the purchase of public animals are prepared and issued by the Quartermaster-General.

How branded.

459. Public animals shall, upon the day received, be branded with the letters "U. S." on the left fore shoulder. Horses, assigned to organizations, will also be branded on the hoof of one forefoot, one and one-half inches below the coronet, with the designation of the company. Branding irons of uniform size and design will be supplied by the Quartermaster's Department. Letters "U. S." to be two inches in height. Letters and numbers of hoof brands on the same line, to be three-fourths of an inch high, the letter to precede the number, and blocked so as to penetrate the hoof one-sixteenth of an inch. For example, the hoof brands on horses assigned to Band 9th Cavalry would be, CB9; to troop A 5th Cavalry would be, A5; to the 10th Battery Field Artillery would be, FA10; to the 1st Band Artillery Corps would be, AB1; to Company A Battalion of Engineers would be, BEA. (A. R., 1073.)

Docking, etc., prohibited.

460. Any alteration in the length or shape of the tails, manes, or forelocks of public horses by docking, banging, or clipping is prohibited, and only such reasonable trimming and plucking as may be necessary to prevent shagginess of appearance is permitted. (A. R., 1074.)

Descriptive list.

461. A complete descriptive list of each animal will be made at the time of purchase, and will accompany him wherever he may be transferred. (A. R., 1075.)

Descriptive book.

462. A descriptive book of public animals will be kept with the records of every officer accountable for public animals. It will contain a description of every animal received and transferred, showing the kind, name, age, size, color, marks, brands, or other peculiarities of each; how and when acquired, and if disposed of in what manner; the name of its rider or driver, and the particular use to which applied. (A. R., 1076.)

Issued or transferred.

463. When public animals are issued or transferred, the person in charge will be provided with full and accurate descriptive lists, which he will deliver to the receiving officer, by whom they will be entered in his descriptive book of public animals. (A. R., 1077.)

Assignment.

464. Public animals will be assigned to their riders or drivers, who will not exchange or surrender them to the use of any other person without the permission of the company commander, quartermaster, or other officer responsible. (A. R., 1078.)

Disposition.

465. Public animals inspected and found unsuited for one branch of the service may be transferred to another for which they are fitted. When of no further use for any branch of the service they will be submitted to an inspector and if condemned sold at public auction.

Horses belonging to troops of cavalry or to batteries of artillery will not be sold or turned into the Quartermaster's Department unless previously acted upon by an inspector.

Public animals that die from sickness, or that it is necessary to kill because of contagious disease, or when incurably wounded, will be dropped by the accountable officer upon the certificate of the responsible officer and affidavit of the veterinarian, or in the absence of the latter, the certificate of a disinterested officer and the affidavit of a disinterested person, approved by the commanding officer. (A. R., 1079.)

VETERINARY MEDICINES.

How supplied.

466. Veterinary instruments, books, medicines, and supplies for the treatment of public animals and authorized private horses of mounted officers are furnished by the Quartermaster's Department. The supply table furnished by the Quartermaster's Department gives a list of the

articles supplied. Requisitions will be limited to actual necessities. A special estimate for articles not in the table, with an explanation of the nature of the emergency or case rendering it necessary, will be forwarded, through the regular channel, for the action of the Quartermaster-General. (A. R., 1080.)

Charge of and issue.

467. The quartermaster will have charge of veterinary instruments, books, medicines, and supplies, and under the direction of the commanding officer will issue and expend such medicines and supplies in such quantities as may be necessary. (A. R., 1081.)

Veterinary surgeon.

468. At posts where there is a veterinary surgeon the quartermaster may, under the direction of the commanding officer, transfer to the veterinary surgeon upon memorandum receipts such veterinary instruments, books, medicines, and supplies as may be necessary; otherwise they will remain in the custody of the quartermaster, and will be loaned as needed in the public service. (A. R., 1082.)

FORAGE AND STRAW.

Ration.

469. The forage ration for a horse is 14 pounds of hay and 12 pounds of oats, corn, or barley; for a mule, 14 pounds of hay and 9 pounds of oats, corn, or barley. To each animal 3 pounds of bran may be issued once a week in lieu of that quantity of grain. Department commanders will reduce the forage ration when necessary. (A. R., 1083.)

Grazing.

470. Where grazing is practicable, or when little labor is required, commanding officers will order a judicious reduction of the forage ration. (A. R., 1084.)

When issued.

471. Forage will be issued only during the month when due. (A. R., 1085.)

For officers' horses.

472. Forage is furnished to the authorized allowance of horses of mounted officers, actually owned and kept by them in the performance of their official duties, either when on duty at stations, at posts, or in the field. When on leave of absence or on duty, the nature of which necessitates the temporary separation of the officer and his mounts, forage may be furnished for four months or such additional period as may be approved by the Secretary of War. Forage is furnished to the following number of horses: Of a lieutenant-general, 4; of a major-general or a brigadier-general, 3; of all other mounted officers, each, 2. (A. R., 1086.)

Use public horses.

473. Mounted officers will not use public horses and at the same time draw forage for those they own; nor will

they use public animals except as authorized by regulations. Should circumstances render it necessary, an officer may be temporarily furnished public horses. (A. R., 1087.)

Sale to officers.

474. An officer not mounted may purchase forage for two horses kept for his own use, for which he will be charged cost, including transportation. The sale of forage to mounted officers is forbidden. (A. R., 1088.)

Sale of issues forbidden.

475. An officer shall not sell, nor allow to be sold, the forage issued for his own horses or the public animals under his charge; nor shall he use or dispose of, or permit to be used or disposed of, such forage, or any portion thereof, except for the purpose for which it was issued. Forage issued for a particular period and unconsumed during the period will be taken up and properly accounted for. (A. R., 1089.)

Straw for bed sacks.

476. When mattresses are not supplied, each enlisted man in barracks and each prisoner in the guardhouse will be allowed a bed sack and 30 pounds of straw per month for bedding, and men in field hospitals such quantity as the chief medical officer shall certify as necessary. So far as practicable, iron bunks will be furnished to all prisoners in post guardhouses and prison rooms. (A. R., 1090.

Bedding.

477. One hundred pounds of straw per month is allowed for bedding to each horse or mule in public service. At posts where straw is not furnished hay will be issued and used for bedding. (A. R., 1091.)

CARE AND ACCOUNTABILITY FOR PROPERTY.

Accountability.

478. Unless otherwise specially directed by the Secretary of War there will be at each military post or station but one accountable officer in the Quartermaster's Department, and he will account for all quartermaster's supplies there in use or in store. (A. R., 1092.)

One accountable officer.

479. When troops are assembled for field service, there will be but one accountable officer in the Quartermaster's Department for each regiment, separate battalion, or squadron, and he will account for all quartermaster's supplies in the possession of the command of which he is quartermaster. (A. R., 1093.)

Where more than one.

480. At places requiring the services of more than one quartermaster, each one charged with the care and disposition of quartermaster's supplies will account for the same. (A. R., 1094.)

Officers commanding companies.

481. Officers commanding companies or detachments will be furnished by the quartermaster, on approved requisition, with the necessary authorized quartermaster's supplies; and for all such, except those that may be properly dropped as expended, said commanding officers will give memorandum receipts to the accountable officer, who will continue to bear said supplies on his return until they have been transferred, expended, or otherwise disposed of and duly accounted for as required by regulations. (A. R., 1095.)

If absent.

482 Officers commanding companies or detachments temporarily absent from posts will continue responsible to quartermasters from whom supplies have been procured on memorandum receipts. Should the services of a quartermaster become necessary, one will be appointed for the command. (A. R., 1096.)

Change of station.

483. When troops change station, only such quartermaster's supplies as are authorized, or as may be directed to be transferred, will be removed from the station. Company and detachment commanders, prior to departure from a station, will have a settlement with the quartermaster for supplies held on memorandum receipt. For such supplies as must accompany troops, company and detachment commanders will give certificates to the quartermaster. Memorandum receipts that have been thus satisfied will be returned to the respective company and detachment commanders. The quartermaster will forward the certificates, accompanied by the requisite papers for transferring the accountability, to the quartermaster at the destination of the troops. The commanders of incoming organizations upon arrival will report the supplies in their custody and give memorandum receipts therefor to the quartermaster, who will then return to the respective commanders their certificates. (A. R., 1097.)

Memorandum receipts.

484. Certificates given for supplies accompanying troops and memorandum receipts given by officers for supplies issued or loaned for their individual use, or for use of the organizations under their command, will be made in the prescribed form, and should any officer, when called upon by proper authority to produce any of the supplies enumerated therein, fail to do so, or to furnish proper evidence that deficient or damaged supplies have been accounted for as required by regulations, the name of the officer delinquent will be reported to the Secretary of War by the Quartermaster-General, and said officer's pay to

the extent of the deficiency or damage will be stopped, in conformity with A. R. 706 and 707. The accountable officer may drop from his return the articles deficient, forwarding the memorandum receipt or certificate as a voucher therefor. (A. R., 1098.)

A forage or wagon master not to be concerned in purchase, etc.

485. A forage master or wagon master shall not be concerned, directly or indirectly, in any means of transport employed by the United States, or in the purchase or sale of any property procured for or belonging to the United States, except as agent for the Government. (A. R., 1099.)

Responsibility for loss or damage.

486. Officers responsible for stores will take the necessary precautions to prevent loss or damage.

Stores to be weighed.

487. Grain, hay, straw, and coal when received will be carefully weighed. Wood will be carefully piled and measured.

Short forage.

488. Short forage should be contracted for by the hundred pounds, but when a contract for grain is made by the bushel the number of pounds per bushel will be specified in the contract.

Verification.

489. Every officer accountable for fuel, forage, and straw, at the end of each quarter and also when transferring to a successor, will verify by actual weight or measurement the quantities on hand. In case of transfer the verification will be made in the presence of the receiving officer.

Inventories.

490. Every officer accountable for quartermaster's supplies will keep himself accurately informed, by personal examination, of the quantities and condition of the property on hand, and will be held strictly responsible that they are correctly reported on his returns. The commanding officer will see that a complete, detailed, and accurate inventory of such property, except that held on memorandum receipts, is taken by the accountable officer in person at least once each year, and as much oftener as he may deem necessary for the interests of the Government. At each transfer of such property both the invoicing and receipting officer will attend in person, and each will satisfy himself, by personal count and examination, that all property invoiced is on hand and in condition as stated in the invoices. When loss, damage, or deficiency is discovered upon taking any of these inventories, a surveying officer will at once investigate and ascertain the cause thereof, which he will report with his conclusions as to the responsibility for the same. (A. R., 1100.)

491. A quartermaster will be careful of the property for which he is accountable. If he issues any of it for the official use of an officer or organization, he should obtain a memorandum receipt for the property at the time of issue. This is necessary for his own protection.

Issues on memorandum receipt.

492. Quartermasters should hold officers strictly responsible for property issued on memorandum receipt.

Typewriting machines, care of.

493. Operators of typewriting machines will be instructed as to the proper management and care of machines, and will be required to keep them perfectly clean and free of dust, properly adjusted with as light carriage and key tension as is consistent with good work, and will use only a small quantity of the best oil. As required by A. R. 679, typewriting machines will be kept in serviceable condition by timely repairs.

HORSES OF MOUNTED OFFICERS.

Sale to mounted officers.

494. In the field, at posts, or in active service, horses held in the Quartermaster's Department unassigned may be sold to mounted officers on the authority of the Secretary of War. The price to be paid for a horse purchased by an officer will be its cost to the Government. Purchase and payment will be completed within thirty days from the date of receipt of authority for the sale, and the purchase money at once deposited to the credit of the current appropriation. Horses thus sold will not be exchanged or returned. (A. R., 1101.)

Use by mounted officers.

495. The use of public horses by officers receiving mounted pay will be regulated by department commanders in conformity with the necessities of the public service. Unless specially excepted by the Secretary of War, all mounted officers will be required to keep the private horses necessary for the efficient performance of their duties. (A. R., 1102.)

Use by artillery officers.

496. While serving with a battery of field artillery a captain or lieutenant of artillery will be allowed to use a battery horse. (A. R., 1103.)

Shoeing supplies.

497. The Quartermaster's Department will provide and issue horse and mule shoes, nails, smith's tools, and materials required for the service, except the smith's tools of the battery wagons and forges of field batteries. The horses of a troop of cavalry or field battery will be shod by its farrier or blacksmith. (A. R., 1104.)

Transportation officers' horses.

498. The Quartermaster's Department will transport for officers changing station the number of horses for which they are legally entitled to forage, and an attendant to accompany the horses when necessary, subject to the following restrictions:

1. That the expense to the United States shall not exceed $100 for each horse transported. The entire cost of such shipment may be paid by the Quartermaster's Department, but if the entire cost exceed $100 for each horse, including transportation of attendant, if any, the excess must be refunded to the Quartermaster's Department by the owner. The expenses of the attendant other than his transportation will not be paid by the Quartermaster's Department.

2. That the horses are owned by the officer and are intended to be used by him at his new station in the public service.

3. The horses of retired officers or officers ordered to their homes to await retirement, or officers ordered on recruiting service or college detail, or to effect a voluntary transfer, will not be transported at public expense.

4. In turning over horses to the Quartermaster's Department for shipment under the authorization of this regulation, officers may have the privilege of shipping them from other points to their new station, provided the mileage in such cases does not exceed the total mileage between the old and new station to which an officer is assigned. (A. R., 1105.)

MILITARY ATTACHÉS.

Allowances.

499. An officer of the Army serving as military attaché abroad will be entitled to the following allowances: A suitably furnished office when needed, or an unfurnished room with one desk or table, six chairs, one book or file case, the articles allowed for an office desk by Regulations, and the stationery required in the performance of public duty, to be furnished by the Quartermaster's Department, and in either case the regulation allowance of fuel for one office fire. Mounted officers will be allowed forage if horses are actually kept, and officers not mounted, or mounted officers not drawing forage, the hire of a horse when necessary for mounted duty. Necessary funds for these allowances and blank forms for reports and returns will be procured by requisition on the Quartermaster-

General. Money accounts will be rendered quarterly. Items for necessary cost of exchange will be entered on accounts current, the entries of each being supported by the certificate of the officer that current rates of exchange were paid and that other vouchers are not obtainable. (A. R., 1106.)

ARTICLE XIII.

TRANSPORTATION.

GENERAL PROVISIONS.

Wagon and pack transportation.

500. For wagon and pack transportation mules will generally be employed, but horses may be used for saddle purposes by wagon masters, messengers, expressmen, and employees or enlisted men having similar occupations which require them to be mounted. For draft purposes, except at depots or posts in or near large cities where little transportation is needed, horses will not be used, unless specially authorized by the War Department. (A. R., 1107.)

Allotment.

501. The allotment of draft and pack animals to each military department will be made by the Quartermaster-General under the direction of the Secretary of War. (A. R., 1108.)

Transportation by contract.

502. The transportation of supplies by wagon from place of purchase or from supply depots to military posts, or from one post to another, will be provided under contract made by the Quartermaster's Department, except when the means of transportation authorized in A. R. 1108 is available.

Allowance of wagons to posts.

503. The allowance of spring wagons, exclusive of the prescribed ambulance for the sick, is fixed at one to each post, except when otherwise authorized by the War Department. All four-wheeled passenger wagons (except ambulances) having springs under the body shall be considered spring wagons. (A. R., 1109.)

Spring wagons, when used.

504. Spring wagons will be used only by direction of commanding officers and for the purpose for which they are supplied, viz, for the transportation of officers and enlisted men traveling on duty when other means are not available. (A. R., 1110.)

Ambulances.

505. The Quartermaster's Department will provide the necessary ambulances for transporting the sick and wounded upon the requisition of the proper medical officer. (A. R., 1111.)

Transportation in charge of quartermaster.

506. All means of public transportation at a post will be accounted for by the quartermaster, and will be under his charge except as provided in A. R. 1456. Commanding officers will cause mounted organizations to be provided daily with the proper facilities for policing stables and hauling forage. (A. R., 1112.)

Timely notice of movements.

507. Commanding officers will give timely notice to the proper officers of the Quartermaster's Department of all contemplated movements of troops and supplies, that proper and sufficient transportation may be in readiness. (A. R., 1113.)

Supplies.

508. The duty of furnishing transportation at any post, station, or depot will be intrusted to one officer of the Quartermaster's Department, on whom requisitions will be made therefor. (A. R., 1114.)

The field allowance of transportation is fixed by the Field Service Regulations, United States Army.

Quartermaster's Department to supply.

509. The Quartermaster's Department of the Army is charged with the transportation of troops and supplies between the United States and such over-sea garrisons and military commands as shall be authorized. Those officers and employees who are detailed to carry out the work constitute the Army Transport Service. All necessary expenses incident to that service will be paid from the appropriations made for the support of the Army. The Army Transport Service is governed by special regulations promulgated by the Secretary of War. (A. R., 1115.)

TRANSPORTATION OF PERSONS.

Orders required.

510. When troops are moved, suitable transportation will be provided; proper orders and an exact return of the command will be furnished to the quartermaster who is to provide the same. (A. R., 1116.)

Requirements.

511. A person requiring transportation will exhibit an order from competent authority, and the quartermaster who furnishes it will make and file a certified copy of the same. The quartermaster will indorse on the original order, over his signature, the fact that transportation has been provided, its kind, the places from and to which it has been furnished, and the number of pounds of extra baggage transported, if any. The original order will be retained by the person who receives the transportation, and in case of a soldier entitled to commutation of rations while traveling, will be disposed of as directed in A. R.

1258. When a quartermaster furnishes transportation, under the provisions of A. R. 108, to a soldier on furlough, he will report the actual or probable cost thereof to the company commander and will enter on the furlough a statement that the transportation has been furnished. The officer paying the account will notify the company commander of the actual amount paid and the date of payment. (A. R., 1117.)

Route.

512. When transportation is furnished for the entire journey, the route, if not designated in the order, will be determined by the Quartermaster's Department, in accordance with existing rules. (A. R., 1118.)

Notification.

513. A quartermaster who provides the transportation for troops will notify, by mail or telegraph, the quartermasters at places where changes of route are to be made, or means of transportation are to be changed, of the day on which the troops will start, their route, destination, the number of officers, enlisted men, and animals, and the quantity of public property and baggage for which transportation will be required. (A. R., 1119.)

Accommodations.

514. The quartermaster who provides the transportation, or a duly authorized representative, will be present at the embarkation of the troops, and will see that the accommodations contracted for have been provided. A similar course will be pursued where practicable at places where changes of route or important connections are to be made. If delay is necessary in either case in order to complete the arrangements for transportation, the commanding officer of the troops will be duly notified. (A. R., 1120.)

515. A quartermaster furnishing transportation for troops will furnish the commanding officer thereof a copy of the contract for the transportation of the command.

Recruits.

516. The Quartermaster's Department, when called upon to do so by recruiting officers, will furnish transportation from place to place, for the purpose of examining recruits, to civilian physicians not under contract but employed under verbal agreement for the examination of recruits pursuant to A. R. 874. The cost of such transportation will be a charge against the appropriation for "Transportation of the Army and its supplies." (A. R., 1121.)

TRANSPORTATION REQUESTS.

How made out.

517. A request for transportation issued by a quartermaster should set forth date and place of issue; time for

which it will be valid; name of company required to furnish transportation; name of the person, or of the one in charge of the party to be transported, with number thereof; pounds of extra baggage, if any; organization to which the person belongs, if an officer or enlisted man; the places of original departure and ultimate destination, with the initial letters of each road or line to be used on the journey. (A. R., 1122.)

How indorsed.

518. The officer furnishing the request will indorse thereon the authority for its issue, the number, date, and place of issue of the order for transportation, and the nature of the journey or purpose for which it is to be performed, as follows: "Changing station;" "Deserters" (giving name, rank, company, and regiment); "Returning from furlough, proper officer notified;" "On detached service" (the nature of the service to be stated); "Discharged soldiers en route home (or en route to paymaster), indorsed on final statement;" "Insane soldier with escort to insane asylum;" "Guard and prisoners;" "En route to or returning from civil court under orders without summons;" "Clerk (or agent) of the Quartermaster's Department;" and cause for travel, etc.; and if the request is issued by virtue of any contract that fact will be stated and the contract designated.

Rates, etc.—when noted.

519. The space on the request reserved for "Remarks" is intended for any extraordinary notice, as, for example, when special rates shall govern, or when limited or unlimited tickets shall issue in cases where two or more classes of tickets are on sale, differing in cost or in time during which they can be used. Where through rates exist, notation should be made upon each of a series of separate requests, involving continuous travel over two or more roads, to the effect that settlement will be made on the basis of the division, among the roads interested, of the through limited rate for the entire journey. All officers charged with the duty of providing transportation will inform themselves upon these points, and will avail themselves of all opportunities of securing acceptable transportation at the lowest prevailing prices. The accommodations afforded by tourist sleeping cars, colonist or emigrant sleepers (a seat by day and a berth by night for each soldier), will be furnished whenever practicable, provided the cost of such accommodations, in addition to the travel fare imposed, does not exceed the cost of through limited first-class tickets between the points involved. As a rule,

Accommodation—tourist sleepers.

such accommodations should be procured at the cost of second-class fare with the price of seat or berth, or both, added; and in forwarding detachments even lower rates may be secured. Disbursing quartermasters will report to the Quartermaster-General all cases of neglect or error on the part of officers issuing transportation requests which result in a waste of public money.

Receipts.

520. Requests should be properly receipted by the party named therein, and tickets procured before commencing the journey, as conductors are not authorized to accept transportation requests. If more than one person is to be transported, the officer or person in charge of the party, in filling the receipt, will state the number of the persons and pounds of extra baggage carried, and the class and description of transportation furnished. In no case will a receipt be given for transportation of more persons or extra baggage than the request calls for. (A. R., 1123.)

Names in receipt.

521. The blank receipt at the bottom of the request will be filled in ink, and if the person receipting can not write his name he will make his mark, which will be witnessed. Names and places will be written in full. If the transportation is furnished by other than passenger train or in other than passenger cars the fact will be stated in the receipt. (A. R., 1124.)

Through rates over several roads.

522. Officers will take advantage of any existing through rates, either for the whole or part of the journey. When transportation is required over several roads by which arrangements have been made for through transportation upon single tickets, a single request, addressed to the initial road, will be issued (except as provided in paragraph 524 of this Manual), upon which tickets should be procured by the officer issuing it or by the party to be transported.

Rates.

523. If arrangements have been made for transportation for a part of the distance at less than the regular through rate, the rate for that part will be stated in the request.

Separate requests.

524. Separate requests must be issued in all cases where transportation is required over a bond-aided road.

Duplicate request not issued.

525. Duplicate requests for transportation will not be issued, nor will a request be issued after the transportation service has been performed.

No change allowed.

526. No portion of a request above the signature of the issuing officer will be changed in any particular. If explanations are required, they will be made on the back of the request. (A. R., 1125.)

Unused tickets.

527. All unused tickets or parts of tickets procured on

a transportation request will be returned to the officer who issued them, and by him forwarded to the officer who pays the account for the service. The value of such ticket or parts of tickets will be deducted from any money due or to become due the company for transportation over whose line they were obtained. On the collection of the value of such unused tickets they will be returned to the company by which they were issued. (A. R., 1126.)

Return trip.

528. When transportation to any given point and return is required, the request for return transportation should be obtained at the destination, provided it can be there procured, except in cases where round-trip tickets can be obtained at reduced rates and made available for the journey; otherwise the quartermaster will issue two sets of requests, one to the place of destination, the other for return transportation. (A. R., 1127.)

Payment.

529. All facts necessary to enable the paying officer to decide as to the regularity or propriety of the proceedings will be stated upon the request. Should it appear to the paying officer that transportation has been improperly furnished by the issuing officer, he will make payment to the carrier for the service actually rendered, and will send to the Quartermaster-General a statement of all the facts, with a certified copy of the request.

150 pounds baggage free.

530. An officer drawing mileage is entitled to free transportation for 150 pounds of baggage. If his ticket does not cover the full 150 pounds the Quartermaster's Department will furnish transportation for the difference as excess baggage. (A. R., 1128.)

If less is carried.

531. When an officer travels under orders by a route over which less than 150 pounds of baggage for each passenger is transported free, and transportation is furnished the officer by the Quartermaster's Department, the transportation request will state the amount of excess baggage to be paid for by the Government—this excess being the difference between the amount carried free and 150 pounds, the amount the officer is entitled to take.

Field allowance.

When an officer under orders for temporary duty or permanent change of station certifies that it is necessary for his field allowance of baggage to accompany him in addition to the amount carried by his ticket, the Quartermaster's Department will furnish transportation for same as excess baggage. The allowance authorized in this paragraph, together with the quantity of baggage transported by ordinary freight, will in no instance exceed the allowance provided by A. R. 1142.

In receipting a request covering an excess of baggage, the officer will certify whether transportation for such excess has been furnished. (A. R., 1129.)

Baggage for enlisted men.

532. For enlisted men traveling under orders without troops, each ticket furnished by the Quartermaster's Department will usually cover 150 pounds of baggage free. Where this is not the case, as on stage lines, the Quartermaster's Department will provide for the transportation of sufficient excess baggage to make a total of free and excess as follows:

	Pounds.
Noncommissioned officers	100
Privates of the Hospital Corps	100
Other privates	50

(A. R., 1130.)

Public property not on transportation requests.

533. Quartermasters in issuing requests for transportation of officers and others traveling under orders, will not include therein public property of any description, nor the allowance of personal baggage carried free by the various transportation lines. (A. R., 1131.)

Blank transportation requests.

534. Books of blank transportation requests will be provided by the Quartermaster-General. They will be furnished to quartermasters, who will receipt and account for them. Requests issued will be reported on the prescribed form. The numbers of all requests received, issued, canceled, etc., will be specified in the proper abstracts, and all canceled requests will accompany voucher to Abstract I.

Transfer of blank requests.

535. An officer relieved from duty in the Quartermaster's Department, or transferred to another station, will turn over to his successor all blank requests in his possession, unless otherwise directed, taking a receipt therefor, which will show the blank requests turned over and their numbers.

Stub of request.

536. The stub of the request, containing its substance, and showing by what authority and for what purpose issued, will be preserved as part of the permanent record of the post or office from which the issue was made.

FERRIES, TURNPIKES, AND BRIDGES.

Payment bridge tolls or ferriage.

537. Whenever it shall be necessary for troops, teams, or employees in the military service to pass on public duty over a legally constituted toll bridge, ferry, or turnpike, the officer or person in charge of the party will apply to the nearest quartermaster for a request for such passage. If he can not obtain it, he will give to the keeper of the bridge, ferry, or turnpike a certificate stating the number

of persons and whether mounted or on foot, number of loose animals, teams and animals to each team for which toll or ferriage is due, and showing that the travel is on public duty. Accounts for such service, accompanied by the request, or certificates duly receipted, will be presented to the nearest disbursing quartermaster for settlement, who, before payment, will satisfy himself that the rates charged do not exceed those authorized, or paid by private individuals, and that the indebtedness was necessarily incurred for the public service. Payment may be made at the authorized or usual rates, unless more favorable terms can be obtained. (A. R., 1132.)

STREET-CAR AND FERRY TICKETS.

How supplied.

538. For the transportation of officers, messengers, and employees of the United States in the transaction of public business, street-car tickets can be supplied by the Quartermaster's Department, when this form of transportation is preferable in convenience and cost to the supply of a Government wagon. This will not apply to an officer traveling under orders covering mileage, or to an officer in his travel from his home to his office and return. The tickets when purchased will be taken up on the return and expended solely in the performance of public duty. Written requests for street-car and ferry tickets will be prepared by quartermasters and forwarded to the Quartermaster-General for authority to purchase. (A. R., 1133.)

PARLOR AND SLEEPING CAR ACCOMMODATIONS.

Berth in sleeper or stateroom, who entitled to.

539. The following persons are entitled at public expense to a double berth in a sleeping car, seat in a parlor car, or to the customary stateroom accommodations on steamers where extra charge is made for the same: Officers of the Army when traveling on duty with troops; army nurses; civilian clerks and agents in the military service when traveling under orders on public business; and also the following when traveling under orders without troops: All noncommissioned officers above grade number 17, A. R. 9; also invalid soldiers when so traveling on the certificate of a medical officer showing the necessity therefor. Other noncommissioned officers when so traveling will be furnished, if they so desire, second-class transportation with tourist sleeping-car accommodations when available.

When the number of officers traveling with troops is too small to justify the hire by the Quartermaster's Department of a standard sleeping car for their accommodation, they shall be furnished with such part of a tourist sleeping car, or other suitable sleeping car, properly curtained off for their accommodation, as the Quartermaster's Department may provide for their use during the journey. (A. R., 1134.)

Request, how issued.

540. Quartermasters providing parlor and sleeping car accommodations will issue requests therefor, and state therein the number of berths or seats required. (A. R., 1135.)

Separate requests.

541. When a journey is to be performed covering a route requiring change of sleeping or parlor car, separate requests will be issued for accommodations in each car in which the person is to travel.[a] (A. R., 1136.)

How used.

542. Persons holding requests for sleeping or parlor car accommodations will, whenever practicable, present them to the proper agent and obtain tickets for the number of berths or seats required before commencing the journey. When not practicable to do so, berths or seats will be secured from the conductor of the car. They will receipt for the number of berths or seats furnished, naming the points between which they were furnished. (A. R., 1137.)

Parlor cars, when chartered.

543. Special sleeping or parlor cars will not be chartered when the expense exceeds the cost of the berths or seats authorized to be furnished. (A. R., 1138.)

Requests not used.

544. When it is impracticable for agents or conductors to furnish berths or seats in sleeping or parlor cars, the holder of the request will, on the termination of his journey, return it to the issuing officer with a statement of the reasons why it has not been used, and that officer will account for it on his return. (A. R., 1139.)

Payment of requests.

545. The Quartermaster's Department will pay accounts for sleeping and parlor car accommodations when made out in the name of the company furnishing them, and based upon requests issued by quartermasters. In settlement it will not allow for a greater number of berths or seats than is called for in the request, although more may have been receipted for; and when a less number has been

[a] When a journey is to be performed requiring change of sleeping or parlor car due to change in operating companies, separate requests will be issued to each company concerned, provided it is impossible to secure through sleeping-car accommodations on one request.

receipted for than the request mentions, it will pay in accordance with the receipt. When the receipt covers a greater number of berths or seats than is called for in the request, the disbursing officer will report the fact to the Quartermaster-General, but payment for the authorized number will not be delayed.

When no request is issued.

546. An officer traveling with troops who incurs expense for authorized sleeping or parlor car accommodations, when it is impracticable to obtain a request therefor, will be reimbursed by the Quartermaster's Department, upon application supported by a receipt for the amount paid by him and a copy of the orders under which the journey was performed. (A. R., 1140.)

TRANSPORTATION OF BAGGAGE.

Officer changing station.

547. In changing station an officer's authorized allowance of baggage will be turned over to a quartermaster for transportation as freight by ordinary freight lines.

Quartermasters are authorized to transport, upon an officer's request, his entire baggage as freight on Government bill of lading, the excess in weight over his authorized allowance of personal baggage, professional books, official papers, etc., to be paid for by him to the Quartermaster's Department. (A. R., 1141.)

Amount transported.

548. The baggage to be transported at public expense, including mess chests and personal baggage, upon change of station will not exceed the following weights:

Rank.	In the field; or temporary change of station.	Permanent change of station.
	Pounds.	*Pounds.*
Lieutenant-general	1,500	15,000
Major-general	1,000	10,500
Brigadier-general	700	8,400
Field officer	500	7,200
Captain	200	6,000
First lieutenant, contract surgeon, and contract dental surgeon	150	5,100
Second lieutenant and veterinarian	150	4,500
Noncommissioned officers above grade 17, A. R. 9	.....	1,500
Civilian employees of the classified service transferred for the good of the service	.....	1,500

These allowances are in excess of the weights transported free of charge under the regular fare by public carriers. They may be reduced pro rata by the commanding officer, if necessary, and may, in special cases, be increased by the War Department on transports by water.

When shipped carrier's risk.

Shipment of officers' allowance of baggage will in all cases be made at carrier's risk, including those over roads where tariffs provide for extra charge therefor, unless the officer files written authority with the shipping quartermaster to ship his entire baggage released. An officer detailed for duty in a foreign country as a military attaché is entitled to transportation of professional books and papers and the number of pounds of personal baggage specified in the table above. (A. R., 1142.)

In case of retirement or death.

549. The Quartermaster's Department will transport the authorized change of station allowance of baggage and professional books and papers for officers or enlisted men upon retirement, or who die in the service, from their last duty stations to such places within the limits of the United States as may be the homes of their families, or as may be designated by their legal representatives or executors. (A. R., 1143.)

When transportation of baggage is furnished.

550. Transportation of the authorized allowance of baggage for permanent change of station is authorized for such contract surgeons and dental surgeons as may be employed, when they join for duty under the first order, and also on return to their homes on the termination of their contracts, if provided for in contracts. Graduates of the Military Academy and officers promoted from the ranks will be furnished with transportation for 1,500 pounds of baggage on their first assignment to duty as commissioned officers. With these exceptions, transportation of baggage at public expense is not authorized for officers joining for duty on first appointment to the military service, nor upon reinstatement or reappointment, nor to effect transfers from one company or regiment to another at the request of those transferred. Officers on temporary duty are entitled only to the allowance for temporary change of station as authorized in A. R. 1142. In lieu of the allowance authorized for permanent change of station, an officer detailed as attaché or under orders for extended service over the sea or for duty in Alaska is entitled to have his full allowance transported from the station he leaves to his home or to the nearest convenient place of storage, and, upon resuming duty in the United States, from such places to his post of duty. While on journeys performed in foreign countries by an officer as attaché, 150 pounds of baggage may be carried with him at public expense, including the quantity which is carried free by the various transportation lines. The

cost of transporting any personal baggage in excess of the 150 pounds thus authorized will not be paid by the Quartermaster's Department. (A. R., 1144.)

Property transported.

551. The Quartermaster's Department will furnish transportation for the prescribed regimental and company desks, for the books, papers, and instruments of staff officers necessary to the performance of their duties, and for the medical chests of medical officers; also for the professional books, including standard works of fiction, of officers changing station, officers ordered home for retirement, graduates of the Military Academy, and officers joining on first appointment, which they certify belong to them and pertain to their official duties. Invoices of packages turned over to the shipping officer will be accompanied by the certificate of the officer as to character of books, and a certified copy will be attached to the bill of lading issued at the initial point of shipment. (A. R., 1145.)

TRANSPORTATION OF SUPPLIES.

Invoices and receipts with shipment.

552. The transfer of property to an officer usually involves its shipment to another station. In this case invoices and receipts should be forwarded with the property or by mail not later than the date of shipment.

Date and route of shipment should be noted on invoices.

Car lots, through freight.

553. In shipping stores by rail (through freight) in carload lots, upon the invoices should be noted the number of the cars in which the stores are shipped, and each car should have a card nailed on the outside giving its contents.

Pack, seal, and weigh.

554. Quartermasters will, prior to shipment, securely pack, seal, and weigh all quartermaster's supplies, if practicable.

Marking packages by shippers.

555. Quartermasters and agents shipping public property or baggage will mark every package with the name and station of the officer to whom consigned, and will number them consecutively. Packages of quartermaster's supplies should, so far as practicable, bear consecutive numbers, to be preceded or followed by the numbers given to the packages of other classes of property shipped at the same time; but no two packages of the same shipment will bear the same number, except in case of reshipment of packages already numbered. When supplies are shipped in large quantities, and in packages of like dimensions and weight, numbering may be omitted. In cases of reshipment, stores will be re-marked if necessary by the officer required to reship them.

Sizes, packing boxes.

556. The following extract from the proceedings of the equipment board, Quartermaster-General's Office, on the subject of packing boxes, is furnished for the information and guidance of all concerned:

[Extract.]

* * * * *

That the uniform size of packing boxes which would meet nearly all the requirements as to shipping in escort wagons or by pack animals, as well as cause the most advantageous handling for transportation beyond the sea should be of dimensions as follows:

1. For escort wagon transportation, 38 inches by 19 inches by 15 inches (outside measurements).

2. For escort wagon and pack transportation, 30 inches by 19 inches by 15 inches (outside measurements).

That these boxes should be constructed of 1-inch pine lumber, dressed on one side and to be bound properly with hoop iron.

* * * * *

That sacking or baling should be substituted whenever practicable.

That all supplies intended for field service, when practicable, should be packed in boxes of the dimensions given above; weight not to exceed 150 pounds gross.

It is an exceptional case when stores and equipments for field service can not be so packed.

(*a*) In some (exceptional) cases, to avoid destroying unity of equipment and separation into component parts, the loss of any one of which would render the others useless, the gross weight packed may exceed 150 pounds.

(*b*) In other (exceptional) cases where the stores are now packed in boxes or bales the gross weight of which is *under* the limit of *150 pounds*, and the dimensions of which, determined by the nature of the stores and the number of units, necessarily carried, are within the above-prescribed dimensions, they may be packed as heretofore.

In all other cases, when the dimensions of the stores or equipments will allow, the length and breadth of the standard box should be rigidly adhered to, but the height may be slightly varied.

* * * * *

The majority of supplies of the Quartermaster's Department * * * can be readily packed in the standard sized boxes by reducing the number of articles and keeping within the limit of 150 pounds, gross weight.

* * * * *

Name of the consignee should be on top of box. Sides: Contents and name of packer, on one side, and name of consignor. Also initials of purchasing officer, initials of department, with month and year of purchase.

The ends should show contents: ——— gross, ——— tare, ——— net, pounds and shipping number. Also in diamond figure, should be marked the number of invoice on which the stores are shipped.

The department insignia should be stamped or stenciled on both sides and ends of all boxes.

* * * * *

For such smaller sizes as may be necessary, the boxes will be exact subdivisions of the boxes above mentioned.

In the future these instructions will be carried out in the shipment of quartermaster's stores.

C. F. HUMPHREY,
Quartermaster-General, U. S. Army.

(Circular No. 3, Quartermaster-General's Office, 1904.)

Marking contents of packages.

557. Officers turning over property to a quartermaster for transportation will plainly mark each package with the name and address of consignee, a list of its contents, its weight, and "U. S." (A. R., 1146.)

Damage or deficiency.

558. An officer who turns over supplies to another for transportation in the best condition in which it is possible to put them is relieved from any further responsibility therefor by the receipt of the officer to whom they are intrusted for transportation. Should the officer to whom the stores are consigned discover damage or deficiency, he will apply for a surveying officer, before whom all concerned will be heard in person or by deposition. The surveying officer will ascertain and determine the amount and condition of the stores actually delivered to the receiving officer, who will receipt to the officer intrusted with their transportation for the amount and quantity so determined. The latter officer will be held responsible for all damages or deficiency, unless relieved therefrom by the report of the surveying officer, duly approved by the reviewing authority. (A. R., 1147.)

Action surveying officer.

559. When a quartermaster receives supplies, transported by a common carrier under agreement with the Quartermaster's Department, which do not correspond to the invoice because of damage or deficiency not attributable to ordinary loss or wastage, the facts will be fully investigated by a surveying officer (unless the carrier voluntarily assumes liability for the loss) and the money value of the damage or deficiency will be charged to the party responsible therefor, whether the shipping officer or carrier. The authority which appoints the surveying officer will, as soon as possible, transmit copies of his report to the forwarding and receiving officers and to the officer authorized to pay the account. In case the responsibility is fixed upon the carrier, the receiving officer will note on the bill of lading the deductions which should be made for such loss or damage by the quartermaster who pays the account. The latter will make the deduction and refund the amount stopped to the proper department, in the following manner, for example: If from an account of $100 for transportation services there is a deduction of $25 for

ordnance stores lost, the quartermaster will take credit under the head "Transportation of the Army" for $75 paid to the carrier, and also for $25 deposited to the credit of the Treasurer of the United States on account of the Ordnance Department; but if the deduction is on account of forage lost by the carrier, he will take credit on his account current, under transportation, for $25 as carried to "Regular Supplies," under which head he will charge himself with that amount. (A. R., 1148.)

Express.

560. Transportation by express, when in excess of cost by ordinary freight, must be limited to emergencies, and vouchers in payment must show the emergency and authority for such transportation.[a] Upon application approved by the department commander, a quartermaster may transport public funds by express. In such cases he will receipt only for so many sealed packages said to contain so much public money. When an absent disbursing officer sends his check to the order of the quartermaster, requesting him to express the amount named therein, the latter will receipt for the actual amount to be transported. In case of loss of funds by unavoidable accident, the shipping officer will not be held responsible, and the officer accountable for the funds must seek relief through application to the Court of Claims or to Congress. (A. R., 1149.)

Supplies issued to States.

561. Supplies, issued to the several States and Territories under the laws for arming and equipping the militia, will be turned over to the Quartermaster's Department for transportation and delivery at the railroad depot or steamboat dock nearest to the point within the State or Territory designated by the governor thereof. Separate bills of lading will be used in shipping this property. (A. R., 1150.)

Books and musical instruments.

562. A quartermaster is authorized to transport books and musical instruments purchased for, or donated to, post chapels or to post or company libraries, and gymnastic and athletic appliances purchased with regimental, exchange, or company funds, for the use of troops, from the nearest market to the post or station of the troops. Also to furnish transportation at public expense for reading matter donated for use of the enlisted men of the Army, such transportation to be furnished from place of donation

---

[a] The commanding general is the proper officer to authorize such shipments—that is, the department or division commander, the general officer commanding in the field, or the Quartermaster-General. When exigency is such as to not permit communication with such officers, it would be proper for the local commanding officer to assume the necessary authority.

to the post or hospital where intended for use. All such packages will be impersonally addressed and consigned to the proper commanding officer of troops or hospitals. (A. R., 1151.)

Donations.

563. The Quartermaster's Department is authorized to ship (under the regulations governing the transportation of military property, and on the same forms of bills of lading) articles donated to the Medical Museum at Washington, the library and museum of the Military Service Institution at Governors Island, N. Y., or the United States Military Academy at West Point, N. Y. Packages will be marked with the name of the institution, and sent in care of the depot quartermaster at Washington or New York, or the quartermaster at West Point. (A. R., 1152.)

TRANSPORTATION FOR OTHER DEPARTMENTS.

Shipment.

564. The Quartermaster's Department will ship all freight that may be delivered to it, securely packed and properly marked, by any of the Executive Departments or bureaus of the Government. Separate bills of lading will be used and the following notations made thereon: "Payable by the Treasury Department," "the Navy Department," "the Interior Department," "the National Museum," "the United States Fish Commission," etc. When practicable, the bureau to which the freight pertains will be stated, for example: "Payable by the Navy Department, Bureau of Ordnance." Accounts in duplicate, supported by these bills of lading, will be prepared by any quartermaster to whom they may be presented, and will be forwarded to the Quartermater-General. In making up the accounts the same plan as to deduction on account of land-grant or bond-aided railroads will be pursued as in accounts for transportation of other Government property.

TRANSFERS IN BULK.

Subsistence supplies.

565. When subsistence supplies are to be transported, the invoicing commissary will make timely requisition in writing upon the proper quartermaster, stating as nearly as possible the kind and amount of supplies to be transported, when they will be ready for delivery, when they should reach their destination, and any other information relating thereto which the quartermaster should possess. The commissary will give the quartermaster invoices in duplicate of the packages and their contents as marked and obtain from him receipts in duplicate. The commis-

sary will forward similar invoices in duplicate to the consignee and obtain receipts in duplicate from him. (A. R., 1214.)

Marking.

566. In preparing property for shipment, the name of the invoicing officer, or of the arsenal or depot, the date of the invoice, the number, gross weight, and general contents of each box or package, and the name or designation of the receiving officer will be distinctly marked thereon prior to delivery for shipment. Each quartermaster who ships or receives ordnance stores will satisfy himself that the seals on the packages are unbroken. If the seals should be broken and any stores lost, he will cause the value of the lost stores to be charged to the carrier. (A. R., 1578.)

Shipping invoices.

567. When stores are turned over to the Quartermaster's Department for transportation, they will be accompanied by triplicate invoices, one of which will be receipted and returned by the shipping quartermaster to the invoicing officer. Duplicate invoices with duplicate receipts to be signed by the receiving officer, and a shipping list describing the contents of each box or package will be sent direct to the receiving officer by mail, to reach him, if practicable, before the receipt of the stores. Materials procured for current use at ordnance establishments will be transported at the expense of the Ordnance Department. (A. R., 1579.)

Signal parties.

568. Quartermasters and commissaries will issue to signal parties serving in their vicinity, on the requisition of the officer in charge, such supplies from their respective departments as may be necessary for their proper equipment and subsistence. (A. R., 1599.)

Money from paymaster.

569. A consolidated package of money for the payment of troops, properly addressed to the commanding officer of the post where the troops are stationed, turned over to the Quartermaster's Department by the Pay Department for transportation, will be forwarded by express to its destination. (A. R., 1351.)

BILLS OF LADING.

How made.

570. Public property will be transported on bills of lading, which will be numbered consecutively in the order of shipment, beginning with the first shipment of each fiscal year. They will consist of two parts, the original and duplicate, each to be certified by the shipping officer and receipted by the carrier.

To show points between which shipment is made.

571. Bills of lading will be prepared in the name of the carrier, and will show the points between which transportation is required, also places of original departure and ultimate destination of the freight.

To show contents.

572. Bills of lading will show the number, marks, contents, and weight or measurement of each package or class of packages to be transported.

Information regarding payment.

573. In the transportation of baggage with officers or troops, the bill of lading should show plainly whether the whole weight specified in the bill is to be paid for by the United States, or whether a deduction is to be made for the number of pounds allowed each passenger by the carrier. In the latter case, if the actual number of pounds to be deducted is not known, the number of persons receiving transportation will be stated.

Number, weights, etc.

574. In transporting by rail, the number of animals, number and weight of packages, number of feet of lumber or pieces of timber and dimensions will be expressed in the bill of lading in figures as well as number of carloads; and when transportation is to be paid for by weight, the number of pounds will be stated. In shipments by water at cubic measurement, the same rules as to number, weight, and measurement will be observed. The officer receiving the property in certifying to its correctness will write out the weight in words and figures.

Erasures.

575. Erasures, interlineations, or alterations in bills of lading must be explained thereon by the issuing or other competent officer over his signature.

Second original or duplicate.

576. In no case will a second original or duplicate bill of lading or a copy of a bill of lading be issued to the carrier for any shipment, nor will a bill of lading be issued after the transportation service has been performed.

Rates noted.

577. The rate of transportation charges and the initial letters of each road by which the supplies are to be transmitted will be inserted in the bill of lading.

Disposition.

578. The original bill of lading will be given to the carrier at the time the shipment is made, and upon the delivery of the property in good order and condition will be receipted by the consignee and returned to the carrier with such further indorsement as may be necessary to insure settlement. The duplicate will be promptly transmitted by the shipping officer to the consignee, and upon delivery of the property will be receipted in like manner as the original and forwarded to the paying officer. If the shipping officer is not the paying officer, he will be notified by

letter of the receipt of the supplies and their condition when received.

Made payable.

579. Bills of lading will be made payable by the chief quartermaster of the department in which the supplies are to be delivered, unless some other officer has been designated to pay them.

By Government conveyance.

580. Bills of lading issued for supplies to be forwarded by conveyance owned or leased by the Government will show that no payment is to be made for the service.

Through bills of lading.

581. Transportation should be provided to ultimate destination and on through bills of lading when practicable. When not practicable, or when through or special rates can not be secured, transportation will be furnished to the most convenient point for forwarding to ultimate destination or to the farthest point to which through or special rates can be obtained.

Separate bills of lading.

582. In transportation of public stores over a line of roads, one of which is bond-aided and subject to deduction of rates, or is not entitled to payment for transporting such stores, separate bills of lading, stating that it is land grant, may be issued to it if requested.

When over several roads.

583. Bills of lading will not be issued so as to include service beyond the termination of any road owned, leased, controlled, or operated by a bond-aided railroad company. When such service is required, separate bills of lading will be issued, but none to include service over more than one bond-aided road with its leased lines and branches; the issue of separate bills for through transportation is for the convenience of railroads only in settling their accounts, and will not commit the United States to the payment of local rates for any portion of the through transportation. Such bills will indicate the point of original departure and ultimate destination of the freight transported.

When consignee is absent.

584. In the absence of the consignee or on his failure to receipt, the officer receipting will certify that he is duly authorized to do so, and why the consignee does not receipt. Clerks and agents are not authorized to receipt bills of lading unless the stores are consigned to them or to their care.

Loss or damage.

585. In case of loss or damage to property while in possession of the carrier, the bills of lading will not be receipted until such loss or damage is decided upon and the responsibility therefor fixed, except that when the loss or damage has been ascertained and the responsibility fixed without the action of a surveying officer, the bill may be

receipted and an indorsement made thereon stating the kind of property lost or damaged, its weight or measurement, its full value, including cost of transportation, and the name of the company or party responsible therefor. When a receipted bill of lading is demanded by the carrier, it may be receipted by the receiving officer after noting thereon the loss or damage which is apparent, and adding that final settlement will await the action of a surveying officer. All the indorsements of the receiving officer on the original bill of lading will be put upon the duplicate.

Payment.

586. Payment will be made on the original bill of lading properly receipted and accomplished, but not until the duplicate has been received by the paying officer, except as provided in the following paragraph.

Loss of one part bill of lading.

587. In case of loss or destruction of one part of the bill of lading, the paying officer, after satisfying himself of the fact, will make payment on the remaining part and will immediately report the payment to the Quartermaster-General.

Loss of both parts.

588. In case both parts of the bill of lading have been lost or destroyed, the shipping officer, upon the application of either the carrier, the consignee, or the paying officer, will issue a certificate in duplicate in the prescribed form. This certificate may be given by the officer in charge of the records of the post or depot, although he may not have made the shipment. Entry should be made in the shipping book of the loss of both parts of the bill of lading, and of the fact that the certificate has been issued. The certificate will be forwarded to the consignee, who will indorse thereon his certificate as to the receipt of the property and its condition. If a surveying officer has acted on the shipment, he will attach a copy of the proceedings to the certificate.

Certificate in case of loss.

589. A shipping officer will give his certificate only when necessary to enable the carrier to receive payment, and not until he has satisfied himself, by correspondence with the officer to whom the stores were shipped and the officer designated to make payment, that neither part is in their possession. He will also require the affidavit of the carrier, stating that neither part of the bill of lading is in his possession nor can be traced by him, and if subsequently found that he will make no demand thereon, but will at once surrender it to the United States. Upon this evidence, payment may be made for the service, and the fact that such payment has been made will at once be

reported to the Quartermaster-General. In case either or both parts of the bill of lading should subsequently be recovered by the shipping officer, he will note the fact in the shipping book and forward the same to the Quartermaster-General.

Surrender of duplicate.

590. Officers will satisfy themselves of the loss of the original bill of lading before they surrender the duplicate to the carrier. If lost while in the possession of an officer, his certificate will be sufficient.

Action railroads case of loss.

591. In case of the loss of a bill of lading while stores are in transit, railroad companies are requested to forward them to destination, taking such receipts as they may deem necessary to show delivery to connecting lines. They will present these receipts instead of the bill of lading to the disbursing quartermaster, who, after having satisfied himself of their corrrectness, will make payment as directed in paragraph 594 of this Manual.

Payment reported.

592. Payment in case of loss of either or both parts of a bill of lading will be promptly reported to the Quartermaster-General by the disbursing officer, who will give description of bill of lading, or certificate, and voucher on which payment is made.

To insure prompt delivery.

593. To insure prompt delivery of stores in the absence of both parts of the bill of lading, the consignee may give to the carrier a receipt for the stores actually delivered, which will state that it is given because the bill of lading has not come to hand. The receipt will be recovered and destroyed by the officer who issued it, on the recovery of the bills of lading, or when the certificate provided for in paragraph 588 of this Manual shall have been given.

Payment to last carrier.

594. Payment for transportation will be made to the last carrier, unless otherwise provided in the bill of lading, and only for the quantity of stores delivered at destination, except that in case of loss of weight from natural shrinkage en route, the weight shipped, as shown in bill of lading, will be paid for, provided the packages are delivered intact. The payee will be held responsible for all loss or damage to stores while in transit (unless relieved by a board of survey), and such loss or damage will be deducted in making settlement for the service.

Lists of tariffs.

595. Officers in settling accounts for transportation, or forwarding them to the Quartermaster-General for settlement, will obtain from the companies or lines employed authentic and official lists of tariffs in force at date of service, and will attach to the first account so settled or for-

warded two copies thereof (one for the use of that Office and one for the Treasury), and thereafter, as each account is settled or forwarded, will refer to said lists as long as they are in force. When current rates are charged, a certificate of the proper agent of the line or company performing the service should be appended to the account, setting forth that such rates were the current and lowest rates charged the public at the time the service was rendered. When charges such as drayage, wharfage, tolls, etc., are made as part of an account, they will be fully and separately set forth in the voucher.

Public tariffs.

596. When public tariffs do not include the specific articles shipped, the rates and classification of articles analogous thereto will govern. If articles analogous can not be found in the tariff lists, the companies will be requested to classify the articles transported.

LAND-GRANT AND BOND-AIDED RAILROADS.

Information furnished.

597. General orders will be issued containing full information as to land-grant and bond-aided railroads, and directing the mode of stating and rendering accounts of such roads for military transportation.

Paid by designated quartermasters.

598. Quartermasters will be designated to receive and prepare the accounts of these railroad companies.

ARTICLE XIV.

CLOTHING AND EQUIPAGE, ETC.

CLOTHING AND EQUIPAGE.

Allowance.

599. A table showing the price of clothing and equipage for the Army, the allowance of clothing in kind to each soldier for each year of his enlistment, and his clothing money allowance for each year and month, also the allowance of equipage to officers and enlisted men, will be published in orders. (A. R., 1153.)

Estimates quarterly.

600. Estimates of clothing and equipage will be made quarterly, as follows: On January 1 for the quarter ending June 30; on April 1 for the quarter ending September 30; on July 1 for the quarter ending December 31; on October 1 for the quarter ending March 31.

The commanding officer will, prior to the rendition of these estimates, ascertain from company and detachment commanders the probable needs of each organization of his command for the period covered by the estimates and

inform the quartermaster, who will compare the estimates with the actual issues to each organization during the previous six months. (A. R., 1154.)

How prepared.

601. Based upon the estimates of the company and detachment commanders, and upon their probable necessities, as shown by previous issues, the quartermaster will prepare the quarterly estimates in quadruplicate and submit them to the commanding officer for his action.

These estimates will show the number of each article on hand (giving size) and the number probably required for the period for which the estimate is made. It will also show the number of each article surplus that can be spared for issue at other posts. When approved by the commanding officer, three copies will be forwarded to the chief quartermaster of the department. (A. R., 1155.)

Revision by chief quartermaster.

602. The chief quartermaster, upon receipt of the several estimates, will carefully revise the same and note the articles reported as surplus and available for issue at other posts. He will then submit the estimates with his recommendations to the department commander. Surplus articles at any post in the department should be recommended for transfer to other posts where they are required. Articles that can not be supplied from a surplus should be recommended for supply from the depot designated to supply these articles. (A. R., 1156.)

Disposition.

603. After approval by the department commander, the estimates amended to show the number of each article not filled from surplus at other posts will be disposed of as follows:

One copy will be retained in the office of the chief quartermaster and the other two forwarded direct to the depot designated to supply these articles, so as to reach it not later than February 1, May 1, August 1, and November 1, respectively. (A. R., 1157.)

Special estimates.

604. Should the quantity of clothing and equipage supplied upon the quarterly estimates prove inadequate, a special requisition in triplicate, giving reasons therefor, should be made and forwarded to the chief quartermaster, and after approval by the department commander, one copy will be retained for record in the office of the chief quartermaster and the remaining two copies forwarded direct to the supply depot, except requisitions for band instruments or parts thereof, which will be sent to the Quartermaster-General direct. In case of absolute necessity, call for such articles as are urgently needed may be made by telegraph. (A. R., 1158.)

605. Officers of the recruiting service will, in order to prevent any unnecessary accumulations at their respective stations, forward special requisition for such articles of clothing and equipage as may be needed in the immediate future. Such requisitions will be made in duplicate and forwarded to the Quarmaster-General direct, accompanied by a list of such surplus property as may be on hand and not required. The condition of such property and the sizes of the clothing will also be stated. (A. R., 1159.) Recruiting service.

606. To enable post quartermasters to form an approximate basis as to the sizes required, each company or detachment commander will, whenever called upon, furnish that officer with a statement of the sizes of the various garments worn by the enlisted men composing said commands. (A. R., 1160.) Sizes.

607. All officers making estimates or requisitions for clothing and equipage will conform to regulations and orders fixing allowances. The following tables show the proportion of sizes to each hundred of the articles: Sizes per 100.

Articles.	Sizes and proportions of each.														Total.
	1	2	3	4	5	6	7	8	8½	9	9½	10	10½	11	11½	12	
Coats, canvas, fatigue, and summer.	10	20	30	20	15	5	....	....	....	....	....	....	....	....	....	....	100
Drawers, Canton flannel	13	20	28	13	10	8	5	3	....	....	....	....	....	....	....	....	100
Gauntlets:																	
Buckskin, leather	....	....	....	....	....	....	....	10	22	29	22	17	....	....	....	....	100
Fur, muskrat	....	....	....	....	....	....	....	....	....	30	....	50	....	20	....	....	100
Gloves:																	
Buckskin	....	....	....	....	....	....	....	10	22	29	22	17	....	....	....	....	100
White, Berlin	....	....	....	....	....	....	....	....	....	10½	....	48½	....	41½	....	....	100
White, woolen	....	....	....	....	....	....	....	....	....	25	....	45	....	30	....	....	100
Yellow, horse-hide	....	....	....	....	....	....	....	10	22	29	22	17	....	....	....	....	100
Leggings	23	52	25	....	....	....	....	....	....	....	....	....	....	....	....	....	100
Mittens:																	
Canvas	....	....	....	....	....	....	....	....	....	25	....	45	....	30	....	....	100
Woolen	....	....	....	....	....	....	....	....	....	....	....	40	....	36	....	24	100
Overalls	18	55	23	3	1	....	....	....	....	....	....	....	....	....	....	....	100
Overshirts, flannel	10	38	38	10	2	2	....	....	....	....	....	....	....	....	....	....	100
Overshoes, arctic	....	....	....	....	....	....	22	42	....	21	....	11	....	3	....	1	100
Shoes:																	
Barrack	....	....	....	....	3	11	29½	33	....	17½	....	5	....	1	....	½	100
Black, russet, and marching	....	....	....	....	5	21	36½	26	....	9	....	2	....	.004	....	.001	100
Stable frocks	15	45	30	10	....	....	....	....	....	....	....	....	....	....	....	....	100
Stockings:																	
Cotton	....	....	....	....	....	....	....	....	....	....	12	31	31	20	6	....	100
Woolen	....	....	....	....	....	....	....	....	....	....	35	....	49	....	16	....	100
Trousers:																	
Canvas, fatigue	10	20	30	20	15	5	....	....	....	....	....	....	....	....	....	....	100
Summer	10	20	30	20	15	5	....	....	....	....	....	....	....	....	....	....	100
Undershirts, cotton and wool	24	40	20	10	3	3	....	....	....	....	....	....	....	....	....	....	100

Articles.	Sizes and proportions of each.										Total.
	13	13½	14	14½	15	15½	16	16½	17	17½	18	
Collars, linen	.....	.....	1	2	15	36	30	11	3	1	1	100
Shirts:												
Chambray	.....	.....	.....	10	28	32	19	7	2	1	1	100
Muslin	....	½	½	1½	6	30	32	19	7	2	1	1	100

Articles.	Sizes and proportions of each,										Total.
	31″	32″	33″	34″	36″	38″	40″	41″	42″	44″	46″	
Drawers:												
Cotton, knit and jean	.....	25	.....	40	20	10	3	....	1	1	....	100
Wool, knit	.....	15	.....	25	35	12	6	....	4	2	1	100
Suspenders	.....	.....	.....	.....	25	49	26	.....	.....	.....	.....	100
Waist belts, leather	5	30	15	15	20	5	5	5	.....	.....	.....	100

Articles.	Sizes and proportions of each.									Total.
	6¾	6⅞	7	7⅛	7¼	7⅜	7½	7⅝	7¾	
Caps:										
Canvas, blanket-lined	6	21	31	26	12	4	.....	.....	.....	100
Dress	8	22	30	25	11	3	1	.....	.....	100
Fur	6	23	24½	29½	13	4½	.....	.....	.....	100
Hats, campaign	6	21	31	26	12	3	1	.....	.....	100
Helmets, cork	6	21	31	26	12	3	¼	¼	¼	100

Articles.	Sizes and proportions of each.																					To-tal.
	1	1½	2	2½	3	3½	4	4½	4¾	5	5½	5¾	6	6½	6¾	7	7½	7¾	8	9	
Breeches, service:																						
Khaki cotton, foot and mounted	1	..	14	...	17	6	16	5	5	12	4	4	8	2	2	1	1	1	¼	¼		100
Olive-drab, foot and mounted	1	..	14	...	17	6	16	5	5	12	4	4	8	2	2	1	1	1	¼	¼		100
Coats:																						
Dress	1	..	14	...	17	6	16	5	5	12	4	4	8	2	2	1	1	1	¼	¼		100
Khaki cotton, service	1	..	14	...	17	6	16	5	5	12	4	4	8	2	2	1	1	1	¼	¼		100
Olive-drab, service	1	..	14	...	17	6	16	5	5	12	4	4	8	2	2	1	1	1	¼	¼		100
Overcoats, olive-drab	15	4	38	7	26	6	2	..	1	¼	...	...	¼	...	...	...	...	...	...	...		100
Trousers, dress	1	..	14	...	17	6	16	5	5	12	4	4	8	2	2	1	1	1	¼	¼		100

NOTE.—For tariff of old pattern clothing, see par. 1296, Army Regulations, 1901.

The sizes furnished require very little, if any, alteration, and estimates should be made as near the exact requirements of the men as possible. (A. R., 1161.)

Special sizes.

608. Should any of the sizes of clothing specified in the foregoing paragraph prove inadequate, measurements stated upon prescribed blanks will be forwarded with the estimate for the garments. A certificate that the enlisted man for whom such clothing is intended can not be fitted with the sizes of clothing furnished should accompany each requisition. Additional cost of manufacture, as given in annual price list, will be charged in each case. (A. R., 1162.)

Clothing held for company.

609. The clothing estimated for by each company or detachment commander should, as a rule, be held subject to its wants, but in case of need it may be otherwise issued, and the quartermaster will then call for a sufficient quantity to replace it if necessary. (A. R., 1165.)

Clothing schedules.

610. When clothing is required a schedule enumerating the articles needed by each man and the money value of each article will be prepared by the company or detach-

ment commander on the prescribed form. This schedule, approved by the commanding officer, will be sent to the quartermaster, and when the clothing is ready for issue the commander of the organization will be notified. Issues will be made by the quartermaster in the presence of the commander of the organization or other commissioned officer representing him, who will witness the signatures of the soldiers upon the schedule, and this will be returned to the commander of the organization with the certificate of the quartermaster that the articles specified have all been issued.

The schedules of issues to each organization will be entered by the quartermaster upon duplicate abstracts of issues. These abstracts will show the number of each article issued and the total value thereof.

The aggregate money value of all the articles issued must agree exactly with the aggregate value of issues to individuals, and the witnessing officer will make this verification of the accuracy of the schedule before certifying to the correctness of the entries upon the abstract.

The commander of the organization will certify on each copy of the abstract that the money value of the issue to each man has been entered on his clothing account, and the witnessing officer will certify that the issues were made as stated in the schedule and abstract. If the commander be also the witnessing officer, he will sign both certificates. These entries on the clothing accounts, with date of issue and name of quartermaster, will be attested by the witnessing officer. The abstract certified as required above, signed by the quartermaster and approved by the commanding officer, will be the voucher for dropping clothing from the return. (A. R., 1166.)

Issues witnessed.

611. At ungarrisoned or isolated stations where it is impracticable to have the issue witnessed as required by A. R. 1166, the unwitnessed receipts of men for clothing issued to them will be vouchers to the returns of the issuing officer, accompanied by his certificate that he has charged on their clothing accounts the money value of the articles issued or has notified the proper officer to make such charge. (A. R., 1167.)

Soldier's clothing account.

612. Each soldier's clothing account will be kept by the company or detachment commander on the blank provided for that purpose. The account will show the money value of the clothing received by the soldier at each issue, and his receipt therefor will be taken on the blank. (A. R., 1168.)

8553—04——10

Settlement.

613. Company and detachment commanders will settle the clothing account of every enlisted man of their commands on June 30 and December 31 of each year, without regard to date of individual enlistment. The entire amount found due the United States will be charged to the soldier upon the pay rolls for the period embracing the date of settlement and on subsequent rolls until the whole amount is deducted. (A. R., 1169.)

How allotted.

614. The money allowance of clothing will be allotted by half-years, and the soldier will be credited at first settlement after enlistment with the allowance for the first half year, and at each succeeding settlement with the allowance for corresponding half year. When a soldier is separated from the service by death, or by discharge for the convenience of the Government or on surgeon's certificate of disability, and he has not already received credit for the clothing allowance for the full period of his service to date of death or discharge, he will, in settlement of his accounts, be credited with as many sixths of the six months' clothing allowance which would have accrued to him on the approaching date of settlement as the total number of months of his service exceeds the total number of months' clothing credit already given him, an incomplete month's service being counted for this purpose as a full month. Thus, if such soldier has had two years, three months and three days' service, and has already been credited with the fifth six-months' allowance, he is entitled to no additional credit; but if he has been credited with only the fourth six-months' allowance he would be given in the settlement of his accounts an additional credit of four-sixths of the six-months' allowance which would have accrued to him on the approaching date of settlement. When for the convenience of the Government a soldier is retained in the service for a shorter period than one month after the expiration of his term of enlistment no additional clothing allowance will be given him on discharge; but if he is so retained in the service for a period of one month or longer he will on discharge be given for each month's additional service an additional clothing credit of one-sixth of the clothing allowance of the last six months of the enlistment, an incomplete month's service being counted for this purpose as a full month. Except as herein prescribed no clothing allowance will be given a soldier except on the regular settlement dates, June 30 and December 31. (A. R., 1170.)

How credited.

615. The soldier will be credited at each settlement with the allowance fixed for the grade he holds at that date, without reference to changes in his status since previous settlement. (A. R., 1171.)

Balance due.

616. The balance due the soldier at either of these dates will be credited to him upon his clothing account. It will not be placed upon the pay rolls, but the final balance due at date of discharge will be entered upon his final statements. In case of transfer, the balance due the soldier or the United States will be entered on the descriptive list. All balances of this character will be stated in words and figures. (A. R., 1172.)

Deserters.

617. The clothing account of a soldier who deserts should be settled in full to the date of desertion. The balance due him or the United States will be entered on the next pay rolls after date of desertion. The amount due the United States or the soldier at date of desertion will be ascertained as though he were discharged from the service on day prior to day of desertion. (A. R., 1173.)

Apprehended deserter.

618. A deserter is entitled to clothing allowance from the date he surrenders or is apprehended, and the amount due him will be obtained from the tables then and subsequently in force. A new clothing account will be opened without reference to his account at date of desertion. (A. R., 1174.)

Deserter returned to service.

619. Clothing allowance accruing to a soldier after return to the service from desertion will not be used to reduce the amount of the soldier's indebtedness at date of desertion; the full amount of the soldier's indebtedness must be charged on the roll, to be deducted by the paymaster when he settles the soldier's account. (A. R., 1175.)

Arctic clothing.

620. When the necessity for the issue is certified by the post commander, arctic overshoes, fur gauntlets, fur or blanket-lined canvas caps, and canvas or woolen mittens may be issued to enlisted men at cost price. These articles will conform to patterns in the office of the Quartermaster-General and do not form part of the annual money allowance for clothing. (A. R., 1176.)

Music pouches, etc.

621. Articles of band uniforms, including music pouches, that do not form part of the annual clothing allowance may be issued, but not charged except in case of loss or damage. The articles thus issued without charge remain the property of the United States. (A. R., 1177.)

Fur or blanket-lined canvas overcoats.

622. There will also be issued to troops stationed in extremely cold regions, when the necessity for such issue is certified by the post commander, fur or blanket-lined canvas overcoats, but only to men performing guard duty or field service, when exposure to weather would jeopardize life or limbs by freezing. (A. R., 1178.)

How borne.

623. Fur or blanket-lined canvas overcoats issued under A. R. 1178 will be borne on the quartermaster's return of clothing and only charged to enlisted men in case of loss or damage other than from ordinary wear and tear. Upon the approach of warm weather they will be turned in to the quartermaster who will:

Care of in warm weather.

1. Expose them to the sun and then beat them with a light twig or rattan, making sure that all moth eggs, should any have been deposited, are destroyed. The exposure should be thorough and the beating vigorous, but not severe enough to injure the fur or pelt.

2. Repair coats needing it (using for the purpose, as far as practicable, such articles of a corresponding character as can not again be rendered serviceable), and then pack in boxes well lined with petroleum and wrapping paper (the latter being next the goods), exercising care that no holes or other openings are left in the wrappers for moths to enter. Securely nail the boxes and paste paper over all joints. Sufficient petroleum paper may usually be obtained from broken packages of clothing opened for issue, and should it dry from age or use, it can be freshened by rubbing into the surface coal oil, being careful not to use enough to penetrate the wrapping paper.

Laundry work, recruits.

624. The Quartermaster's Department is authorized to pay from the appropriation for clothing and equipage a sum not exceeding $1.50 for the laundry work at depots and stations of each recruit who has no funds of his own. The expenditure will be charged on the clothing account of the recruit and so noted on his descriptive and assignment card. (A. R., 1179.)

Clothing for military prisoners.

625. Commanding officers may order necessary issues of clothing to military prisoners who have no clothing allowance, from deserters' or other damaged clothing when there is such in store, or from clothing specially provided for the purpose. The receipt of the officer in charge of the prisoners will be the quartermaster's voucher for such issue. The issue of articles of the uniform under this paragraph will be avoided if possible. (A. R., 1180.)

626. The issue to general prisoners employed at outdoor labor in severe weather at military posts of such overcoats, overshoes, woolen mittens, and flannel shirts as, in the judgment of the department commander, may be necessary to prevent suffering, is authorized. (A. R., 1181.) For general prisoners.

627. Gratuitous issues of clothing may be made, under the provisions of section 1298, Revised Statutes, to replace articles destroyed to prevent the spread of contagious diseases, upon the certificate of an officer that the clothing was so destroyed upon the recommendation of the medical officer named. (A. R., 1182.) Gratuitous issues.

628. Should it become necessary to issue new clothing for use in the burial of a deceased soldier, as in the case of a man who dies away from his proper command and under circumstances rendering such issues imperatively necessary, the expense of the issue will be borne by the United States, and the clothing will be dropped from the returns of the issuing officer on the orders of the commanding officer, which must recite the necessity for the issue. (A. R., 1183.) For deceased soldiers.

629. Officers of the Army, contract and dental surgeons, and veterinarians may purchase from the Quartermaster's Department such articles of uniform clothing, clothing materials, and equipage as they need, provided the property is available. They will certify that the articles are for their personal use. (A. R., 1184.) Sales.

630. Officers' servants will not be permitted to wear clothing intended for troops, except underclothing and shoes, which may be purchased in limited quantities, if available, upon the officer's certificate that they can not be otherwise obtained. (A. R., 1185.) Officers' servants.

631. Quartermasters are authorized to drop from their returns tent pins and ax, pickax, and hatchet helves, upon officers' certificates that the articles have been worn out in service. (A. R., 1186.) Articles that may be dropped.

632. Estimates for tableware and kitchen utensils will be made quarterly on the dates and to cover periods named in A. R. 1154. They will be limited to such articles as, with those on hand at the time an estimate is submitted, shall not exceed in kind and quantity the mess outfit as announced in the general orders prescribed in A. R. 292. Special estimates may be made when necessary to meet emergencies, and in such cases the circumstances Estimates for tableware.

constituting the emergencies will be stated. (A. R., 1187.)

Preservation of tableware.

633. Commanding officers of posts and of all organizations supplied with tableware and kitchen utensils will exercise a rigid supervision and economy in the care and preservation of all such articles, and any damaged, broken, destroyed, or lost through the carelessness of enlisted men will be charged against their pay, as explained in A. R. 690, and a "statement of charges" on the prescribed form will be filed as a voucher with the return from which the articles are dropped. Loss through breakage of china and glassware, not due to carelessness, may be replaced at public expense on proper requisition, provided it does not exceed 20 per cent per annum, or 5 per cent per quarter, of the total value of china and glassware to which the mess is entitled (value to be determined by the prices given in the annual price list), and the articles so replaced will be destroyed and dropped from returns in the manner prescribed in A. R. 1186. Any excess of breakage will be replaced only under extraordinary circumstances, or when values have been charged as herein provided, and requisitions calling for such excess must show clearly the circumstances or the fact that charge has been made. Estimates calling for articles other than china and glassware must show the necessity for them, and if to replace articles lost or stolen, must be accompanied by the report of a surveying officer, unless values have been charged as hereinbefore directed. (A. R., 1188.)

Band instruments.

634. There will be furnished by the Quartermaster's Department to all duly authorized bands of the Army the following-named musical instruments, viz: Db piccolo, terz and concert flutes, Eb and Bb cornets, Eb and Bb trumpets, Eb and Bb clarionets, Eb altos, Bb trombones (valve or slide), Bb baritones, Eb, Bb, and BBb bassos, bass and snare drums, cymbals, triangles, music stands, and extra parts for the repair of the instruments; also batons with suitable cords and tassels for use of drum majors of all dismounted bands. Mounted bands may be supplied with a pair of kettledrums in lieu of the bass and tenor drums, cymbals, and triangles, and also with altos, trombones, and bassos of helicon shape. A flugelhorn may be furnished in lieu of the Eb trumpet, a euphonium in lieu of one alto, one Eb alto saxophone, and one Eb baritone saxophone in lieu of two cornets; but under no circumstances will more than a complete instrumentation for 28

musicians be supplied. In making requisition for band instruments a statement showing the number and kind on hand and their condition should accompany the same. All the property specified will be accounted for by the quartermaster of the regiment. When any instrument has become unserviceable, it will be submitted to a surveying officer. A copy of his report will be forwarded to the Quartermaster-General with a view of having the instrument repaired, if practicable, or otherwise disposed of. When an instrument needs minor repairs, involving only a slight expense, and the work can be done in a workmanlike manner in the vicinity of the post, it will not be necessary to submit the instrument to a surveying officer. Such repair may be secured upon the written order of the commanding officer, but a report of the nature of the work and cost involved will be made to the Quartermaster-General through proper military channels. (A. R., 1189.)

Bugles, trumpets, and whistles.

635. There will be furnished by the Quartermaster's Department to each field battery two small brass Bb bugles; to every other company two G trumpets with F slides, and, if desired, detachable F crooks. Foot troops may use the drums and fifes in lieu thereof, if desired by regimental commanders. Whistles will be furnished for such sergeants, corporals, or musicians as are required to use them. The foregoing articles will conform to patterns in the office of the Quartermaster-General, and will be accounted for as equipage. (A. R., 1190.)

Corn brooms, scrubbing brushes and mops.

636. The allowance of corn brooms, scrubbing brushes and mops will not exceed the following:

For each organization having an authorized maximum strength of 150 enlisted men or over, 9 brooms, 6 brushes and 3 mops per month.

For each organization having an authorized strength of less than 150 enlisted men and over 60, 6 brooms, 4 brushes and 2 mops per month.

For each organization having an organized strength of 60 men or less, 2 brooms, 1 brush and 1 mop per month.

Three brooms and 2 brushes per annum for each noncommissioned officer entitled to a room as quarters.

Six brushes and 4 mops per annum to each post bakery.

Twelve brooms and 8 brushes per annum to each city recruiting station.

Commanding officers may, when necessary, order the issue of not to exceed 6 brooms and 6 mops per annum to each public office and building heated by the Government.

The necessity for and the fact of issue must in all cases be certified by the officer commanding the organization or in charge of the office or building and verified by the commanding officer.

They will habitually be drawn quarterly, but may be drawn when needed. If less than the maximum allowance be drawn in one quarter, credit can not be given in another. (A. R., 1191.)

Lye and sapolio.

637. Commanding officers may, when necessary, order the issue of six cans of concentrated lye and six cakes of sapolio per month to each company, and one-half that quantity to each band, and the necessary quantity for buildings heated by the Government and not thus provided for. (A. R., 1192.)

Use of tents and other canvas.

638. The use of serviceable tents or other canvas for any other purpose than that for which such articles are furnished is prohibited, except in cases of emergency when necessary to protect public property. When troops are not engaged in active service, all tentage (except shelter tents), all tent stoves and stovepipe will habitually be kept in storage by the quartermaster. (A. R., 1193.)

ARTICLE XV.

TELEGRAPHING AND TELEPHONING.

TELEGRAPHING.

Use of telegraph.

639. The telegraph will be used only in cases of urgent and imperative necessity, in which the delay consequent upon transmission by mail would be prejudicial to the public interests. In cable dispatches only such words will be sent as are necessary to a clear understanding of their contents. (A. R., 1194.)

Telegraphic code.

640. The War Department Telegraphic Code will be accounted for on the post return and transferred upon change of post commanders. The post commander is required to retain the code in his custody, and is responsible for the key and its proper use. Department commanders, from time to time, and particularly when post commanders are changed, will make use of the code. When military necessity causes it to be destroyed, it should be burned leaf by leaf. (A. R., 1195.)

Payment of telegrams.

641. Accounts for telegrams on military business prepared on the prescribed form in the name of the telegraph company rendering the service and accompanied by the original telegrams, in the case of telegrams sent checked

"paid," and in the case of telegrams received checked "collect," by the impression copies thereof, will be paid by the Quartermaster's Department, with the following exceptions:

1. Accounts for reimbursement of amounts paid by officers for telegraphic service, which will be prepared upon prescribed forms.

2. Accounts for telegrams on public business of a confidential nature when in the opinion of the officer receiving or sending them it is improper that copies should accompany the accounts, or where copies can not be procured. When it is questionable whether the telegrams are on official business or that the telegraph should have been used, such accounts will be accompanied by full explanations from the officer who sends or receives the telegrams.

The accounts excepted in this paragraph will be forwarded to the Quartermaster-General for settlement.

In settling accounts for telegrams which pass over the lines of more than one company (bond aided excepted), payment may be made on the original telegram to the initial company for the entire service. (A. R., 1196.)

Personal telegrams.

642. Telegrams making application for leave of absence or extension of leave, or of inquiry whether leave has been granted, and the replies made thereto by telegraph, will not be sent or paid for as public dispatches. (A. R., 1197.)

No unnecessary words.

643. In framing telegrams all words not important to the sense will be omitted. The last name of the officer addressed, or his title, and the last name of the sender are generally sufficient. (A. R., 1198.)

Rules for counting words.

644. In counting the words of telegraphic messages the following rules will be observed: Names of cities and places, when used to designate such cities or places, and words properly connected by a hyphen, will be counted as one word. Numerals will be expressed in words, and will not be counted as hyphened words. Names of places and persons when given to things will be counted according to the number of distinct words in each. Names such as Van Vliet or St. Nicholas will be counted as one word. All words contained in an official telegram will be counted, including name and title of party addressed and of the sender, but excluding the name of the place from which sent, date, and the words "official business," which should appear on each telegram.

Payment.

645. Except in cases of loss or destruction of original messages, where satisfactory evidence is submitted showing that payment has not already been made and no charge will hereafter be made, no settlement will be made with the telegraph office from which a telegram is sent unless the original telegram is marked or checked "paid," and no settlement will be made with the telegraph office at which a telegram is received unless the telegram received is marked or checked "collect."

Quartermaster assigned to pay.

646. In each territorial department a quartermaster will be assigned by the department commander to the duty of adjusting and settling telegraph accounts under the instructions of the Quartermaster-General. (A. R., 1199.)

Blank telegrams.

647. Blank forms for official telegrams will be furnished by the Quartermaster-General for use in the military service. (A. R., 1200.)

Officers sending telegrams.

648. Nothing is required of officers sending telegrams beyond the delivery of the message to the company. The proper quartermaster will receive from telegraph companies their accounts, with proofs of service (which should be original telegrams whenever practicable), and will prepare and certify vouchers for the same and pay them, or forward them for settlement as is required in A. R. 1196. Information desired by telegraph companies in regard to military business will be obtained from the Quartermaster's Department. (A. R., 1201.)

If sent "collect."

649. When telegrams are sent "collect" by private individuals, the nature of the telegrams should govern the action of the disbursing quartermaster. If strictly on Goverment business, payment will be made by the United States. (A. R., 1202.)

Special delivery.

650. Whenever special delivery is necessary to expedite the delivery of an official telegram, or where the place of delivery is located beyond the established free-delivery limits, the officer filing the telegram for transmission should mark it "special-delivery charges paid." The special-delivery charges, which should be included in the bill of the telegraph company for the transmission of the telegram, will be paid by the quartermaster designated to pay the telegraph accounts in the department in which the telegram originated.

If the addressee lives at such a distance from the telegraph office as to make the special-delivery charges excessive, and the delay will not be of a serious nature, the

telegram should be marked: "By mail from ———," indicating the name of the telegraph office from which the telegram should be mailed. (A. R., 1203.)

TELEPHONING.

Telephone messages.

651. Where telephoning is practicable, accounts for the same may be paid from the appropriation for the payment of telegraphic service. (A. R., 1204.)

ARTICLE XVI.

RECORDS, RETURNS, ETC.

RECORDS.

Books of records.

652. The following books will be kept in the office of every quartermaster:

1. A cash book, in which will be entered, according to appropriations, all accounts received and disbursed, the date thereof, from whom received or to whom paid, and on what account.

2. A book of letters received, including a record of indorsements.

3. A press-copy book, in which all correspondence pertaining to the office, including estimates of funds and requisitions for quartermaster's supplies, will be copied and indexed.

4. A record book of barracks and quarters. (A. R., 1027.)

5. A descriptive book of public animals. (A. R., 1076.)

6. A record of interments (in case of station at a post). (A. R., 496.)

7. A press-copy book of stores and property shipped, in which all bills of lading issued will be copied.

8. A book of stores and property received, kept as provided in the directions therewith.

How supplied. Whenremoved.

653. The required books will be supplied by the Quartermaster-General. They will not be removed from the office except on its discontinuance, when they will be disposed of as directed in A. R. 828. Commanding officers and inspectors will see that they are neatly kept and contain complete and correct records of all matters which should be recorded therein. Commanding officers will also see that they are properly transferred.

How filed.

654. All letters received, and copies of all orders for the expenditure of money or property, will remain on file

as part of the records of the office. When it is necessary to withdraw a letter for file with the officer's accounts, a duly certified copy will be made to replace it in the office file. Letters pertaining exclusively to the settlement of an officer's accounts belong to him and not to the office files.

RETURNS AND REPORTS.

Quartermaster's supplies.

655. All property purchased with funds appropriated by Congress for carrying on the operations of the Quartermaster's Department, and all property supplied for the use of the Army through that Department, will be denominated "quartermaster's supplies," and returns for the same will be rendered to the Quartermaster-General quarterly and when the accountable officer is relieved from duty.

Entered on one return.

656. All quartermaster's supplies accounted for by an officer will be entered upon one return.

Returns and reports.

657. The following returns and reports will be made and disposed of by quartermasters, as indicated by the notes on the forms furnished by the Quartermaster-General:

1. Report of persons and articles employed and hired, to be rendered monthly, direct to the Quartermaster-General, within ten days after the expiration of the month. This report will contain a complete record of all services rendered the Quartermaster's Department during the month to which it pertains.

2. Monthly report of all bills of lading and transportation requests issued, except those issued for transportation by conveyances owned or chartered by the United States.

3. Transfer list of persons and articles employed and hired.

4. Report of enlisted men employed on extra duty, rendered monthly, within ten days after the expiration of the month. A copy of the order placing an enlisted man on extra duty, or relieving him therefrom, will accompany the report for the month during which he was so detailed or relieved. The report will also show in the column of remarks the particular duty upon which each man was employed, and whether services were rendered on other than working days.

5. Statement of outstanding debts, rendered monthly, in time to reach the chief quartermaster of the department on the last day of the month to which it pertains.

Returns in duplicate.

658. Quarterly returns of quartermaster's supplies will be made in duplicate—one copy, with abstracts (except of

articles purchased) and vouchers, will be forwarded to the Quartermaster-General within twenty days after the expiration of the quarter to which it pertains; the other retained by the officer. The abstract of articles purchased will be rendered monthly and forwarded with money accounts.

Transfers.

659. When one quartermaster relieves another, the latter will not enter the receipt for quartermaster's supplies upon the abstract, but directly on the return as "Transferred to successor." The receiving officer will enter the invoice upon the returns as "On hand at the post; received from predecessor."

MEMORANDA OF REQUIREMENTS IN THE PREPARATION OF MONEY ACCOUNTS BY OFFICERS SERVING IN THE QUARTERMASTER'S DEPARTMENT.

Preparation money accounts.

660. The following explanations are furnished in order to secure a uniformly accurate and complete rendition of the monthly money accounts required in the Quartermaster's Department. These instructions are formulated to assist those officers serving in the Quartermaster's Department who are unfamiliar with the exact requirements of the regulations.

The account current, Form 6, is the final analysis and balancing of the money accountability for the month, and should show under the different headings of appropriations involved, and on the credit and debit sides, respectively, all quartermaster funds received and disbursed in any manner during the month.

The credit half of the form shows the balance on hand from last month, the source from which funds are received during the month, whether by draft from the Treasury, by transfer from another officer or officers, from sales to officers or at auctions, from refundments or other sources, giving in each case the date of receipt.

Amounts received from sales at auction should be taken up as "miscellaneous receipts," and not entered under any of the printed headings of appropriations. A heading should be written in the blank space of the account current for the purpose.

The debit half of the form should show the total of disbursements for purchases under each column denoting the appropriations, as carried from the totals of Abstract A; the total of expenditures for services, as carried in the same way from the totals of Abstract B; the total of trans-

fers to other officers; and the total of deposits under the same head under which the funds are taken up.

The proceeds of sales of quartermaster stores must be deposited to the credit of the Treasurer of the United States, and can not be used to augment quartermaster funds in an officer's possession for disbursement.

The proceeds of sales at auction, after the expenses of the sale have been deducted, will be deposited as "Miscellaneous receipts on account of proceeds of Government property." The proceeds of sales to officers will be deposited to the credit of the appropriations out of which they were originally expended, and to the credit of the fiscal year in which the sales were made.

The balance remaining on hand at the end of the month and the place where it is deposited should be shown at the bottom of the form.

Abstract A, Form 8.—To construct this abstract proceed as follows: Collect all vouchers showing purchases during the month; arrange them in the order of payment, and list them on the abstract, showing the names of creditors to whom payments were made for purchases of supplies and the amounts of the purchases under the different headings of the appropriations. Carry the totals in each case to the appropriate line on the account current. This abstract is supported chiefly by Form 10, which covers all purchases, except those of cavalry and artillery horses, which are entered on Form 10½, and those of purchases of fuel, forage, and straw from Indians, carried on Form 59.

Abstract B, Form 11.—To construct this abstract proceed as follows: Collect all the vouchers showing payments to creditors for services rendered to the Department during the month; arrange them in the order of payment and list them on the abstract, showing the names of creditors to whom payments were made for services rendered, personal or otherwise, and the amounts thereof, under the proper headings denoting the appropriations. This abstract includes all disbursements made during the month except purchases (Abstract A) and transfer of funds (Abstract C).

This abstract is supported by numerous forms of vouchers, their use being contingent on the extent and comprehensiveness of the duties or of the station of the quartermaster. The two in most common use, and required in almost every account, are Forms 12 and 13.

Form 12 is a receipt roll used in all cases where there are a number of civilian employees hired by the month

or day, and also in the payment of several enlisted men employed on extra duty.

Form 13 is the regulation voucher for stating all other accounts for services not specifically provided for by other forms, and is the one most extensively required and used.

Other vouchers to Abstract B are enumerated as follows:

Form 13½, for reimbursement of traveling expenses to civilian employees, traveling under competent orders, and containing space for the necessary affidavit.

Form 14 is for stating accounts in payments for telegrams, the originals of which are to be attached.

Form 15, a voucher for passenger transportation by rail, water, or stage, where no land-grant mileage is involved. This form is in turn supported by the necessary subvouchers, comprising the original transportation requests on which tickets for the journey are issued by the railroad companies. These requests are signed by the person transported, or the one named in the body of the request as in charge of the party transported. There is no form number to these transportation requests, they being furnished in books by the Quartermaster-General in which the serial number of the request is stamped, but the copies, to be filed with the paying officer's retained voucher, and which are made out from the originals, are numbered Form 17.

Form 16 is used in payments to railroads for tickets furnished in cases where for any reason transportation requests were not or could not have been issued.

Form 17 has been explained above.

Form 18 is a voucher for freight transportation furnished by a railroad, and it in turn is supported by Form 78, original railroad bill of lading and extra sheets, the duplicate, Form 79, being included in the officer's retained voucher.

Form 19 is a voucher for freight transportation hired by water, wagon, etc., and it in turn is supported, as the nature of the service will dictate, by either Form 80, original marine bill of lading, or Form 82, original bill of lading for wagon transportation. The duplicate marine and wagon bills of lading, Forms 81 and 83, respectively, are attached to the paying officer's retained vouchers to Abstract B.

Form 20 is a voucher for railroad freight transportation where land-grant mileage is involved and differs from Form 18, above explained, in that respect only, having the same subvouchers, viz, 78 and 79.

Form 21 is a voucher for railroad passenger transportation where land-grant mileage is involved, and differs from Form 15 in that respect only, having the same requisite subvouchers, the transportation request.

Form 22 is a payment of the authorized reward for the apprehension of deserters, and the necessary authorized expenses incident thereto.

Form 23 is a voucher for advertising services. Before payments, both the original and duplicate are to be sent to the chief clerk of the War Department, through the Quartermaster-General's Office, for action of the Secretary of War. Attention is invited to A. R. 498 in regard to requirements preliminary to incurring expenses for advertising.

Form 24 is a voucher for payment of job printing, and, as described for Form 23, the original and duplicate must be sent, before payment, to the chief clerk, War Department, through the Quartermaster-General's Office, for the action of the Secretary of War. No expenses for job printing will be incurred without authority from the Quartermaster-General except under approved contracts.

Form 87 is the official telegram, which is attached to Form 14, in payment for such service. An order is published annually by the War Department prescribing rates to be paid for telegraph service.

Form 101 is a receipt roll of discharged prisoners, showing the names and receipts of enlisted men to whom the authorized donation of $5 was given at their release from confinement.

(Form 13½A to Abstract B is utilized only by the quartermaster at the West Point Military Academy in the payment of traveling expenses of candidates for admission to the academy, if admitted.)

Abstract C (*Form 25*) shows in numerical order the abstracted invoice of, or receipts for, funds, to whom made, or from whom received, the amounts under the several heads of appropriations, and is supported by the individual vouchers (Form 26). The form reads "Abstract of transfers," but where an officer gives receipts during the month for funds invoiced to him which should be abstracted, the form is changed to read "Abstract of transfers made by officers to ———," and the vouchers (Form 26) are similarly changed to show the receipts.

Abstract D (*Form 31*) shows all articles purchased during the month by the officer rendering the account, whether

paid for or not, or whether paid for by him or by other officers; shows the total of each article purchased, the names of those from whom the supplies were purchased, and the amounts. This abstract is not supported by the purchase vouchers, these accompanying Abstract A. Abstract D forms the connecting link between the money papers and the property papers. The money paid for property is carried to Abstract A and entered on the account current, and the property itself is carried to Abstract D and entered on the return. After its receipt and comparison with the papers accompanying the money account it is eventually placed with the officer's quarterly return of property for comparison.

Abstract of funds, sales to officers (*Form 7*), bears the names of officers, the date of sales, and the amounts received under the different heads of appropriations involved. No vouchers itemizing these sales accompany this abstract, they being filed as vouchers to Abstracts G and I, with the officer's property return.

The following reports should also accompany the monthly account:

Report of persons and articles hired (*Form 1*), covering all services rendered during the month, personal or otherwise, except the following, which from their very nature are fixed charges or admit of no competition: Advertising, notarial services, reimbursement of traveling expenses, payments of rewards for apprehension of deserters, for recovery of strayed public animals, and the donation of $5 to discharged general prisoners.

The instructions given in the printed notes on the back of this form, and also under the head of "Remarks" on face of same, should be fully complied with in every particular.

Report of bills of lading and transportation requests (*Form 1-A*) issued during the month, with the necessary data.

List of persons and articles transferred (*Form 2*) to other officers during the month.

Roll of enlisted men (*Form 3*) employed on authorized extra duty.

Report (*Form 9*) of payments exceeding $200 made on account of emergency purchases of supplies, which, subsequent to receipt and examination, are forwarded by the Quartermaster-General to the Secretary of War for approval or otherwise.

Specific attention is invited to the regulations providing for the protection of funds in the hands of disbursing officers.

It is considered that these detailed explanations, together with a strict observance of the explanatory notes printed, for the purposes of instruction, on all the forms mentioned, and a compliance with the regulations governing money accountability to this Department, will sufficiently serve to secure the rendition of accounts satisfactory in all respects. Should any officer, however, be in doubt in regard to the disbursement of money or method of rendering accounts connected therewith, he is at liberty to communicate with the Quartermaster-General on the subject. Special attention is invited to the general order annually promulgating the act appropriating funds for the support of the Army, which will serve as a guide for determining the appropriation under which disbursements are to be made.

Account current, Form 6.

No account current in the Quartermaster's Department will contain accounts of different fiscal years; and no item will be entered thereon unless it pertains to the fiscal year to which the account belongs.

CR.

Funds received from all sources, whether on requisition, refundment,	
Or by Abstract C (transposed), Form 25.	Shows— Funds received from other officers, names, dates, and amounts. Supported by Form 26—Receipts.
Or by Abstract of funds, Sales to officers, Form 7.	Shows— Amount received from sales to officers named, date, etc. No subvouchers.

DR.

Abstract of purchases, A.—Form 8.	Shows— In order, the name of creditors to whom payments were made for purchases of supplies, etc., and the amounts paid, under the different headings of appropriations. Subvouchers: 10, 10½, and 19.
Abstract of expenditures, B.—Form 11.	Shows— In order, the names of all creditors to whom payments were made, except for purchases, the amounts paid, and the totals. Subvouchers: 12, 13, 13¼, 13½–A, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 78, 79, 80, 81, 82, 83, 87, and 101.
Abstract of transfers, C.—Form 25.	Shows— Amounts transferred to certain officers, dates, and totals. Subvoucher: 26.
Deposits, numbered and dates, and amounts.	

MEMORANDA OF REQUIREMENTS FOR PREPARING RETURNS OF QUARTERMASTER'S SUPPLIES.

Preparation returns, quartermaster's supplies.

661. The frequency with which inexperienced quartermasters render wholly inadequate returns, or neglect to render any returns whatever for quartermaster's supplies for which they are accountable, would seem to indicate that they fail to properly interpret the regulations as to the essentials required in the quartermaster's return. For this reason the following elucidation of the regulations is furnished for the benefit of such officers.

The property accountability of a quartermaster consists of all property which comes into his possession by purchase, by transfer, by manufacture at station, or found on hand and not otherwise accounted for.

A return of quartermaster's supplies is rendered on Form 27, Quartermaster's Department. A return is a consolidated statement of all property for which the quartermaster was accountable during the quarter for which the return is rendered. It shows the balance of property on hand at the end of the previous quarter, the property received during the quarter, the property issued, expended, sold, lost, or transferred by the quartermaster during the quarter, and the balance of property remaining on hand at the end of the quarter for which the quartermaster is still accountable. When the return shows there is no property on hand at the end of the quarter the return is considered closed.

The return of property has for its exhibits certain papers called abstracts, designated by letters of the alphabet as follows: D, E, F, G, H, I, K, L, and M. These abstracts in turn are usually made up from vouchers in various forms to be described hereafter. The total quantities of property on these abstracts should be entered on the return for which a suitable line is ruled and properly indicated by the letter of the abstract.

In the preparation of the return, the property for which the quartermaster was accountable at the close of his last return is first carried to the appropriate line, or if received from a predecessor that should be noted, after which all the remaining property for which the quartermaster is accountable during the quarter is first listed upon the abstract to which it pertains. As there will be in most cases several vouchers to be entered upon each abstract it will be necessary to obtain the totals of the articles of the same

variety entered on the abstract; these totals will then be carried to the proper line and entered on the return.

The first of these abstracts is Abstract D, Form 31. This abstract shows the articles purchased during the quarter, whether paid for or not, the date of purchase, from whom purchased, and the cost. This abstract is not forwarded with the property return, but is rendered with the account current for the month to which it pertains. The articles purchased are, however, to be entered on the proper line in the return. When two or more abstracts "D" are required for the same month, they should be carried to a consolidated abstract and the footing of the latter taken up on one line on the return.

Abstract E, Form 33.—This abstract shows the articles that have been invoiced to the quartermaster and received by him, and also the name of the invoicing officer. On this abstract all invoices of property which have been received during the quarter should be entered.

Abstract F, Form 35.—This abstract shows all articles manufactured at station, or found by the quartermaster to be in excess of his accountability. All such articles should be taken up on Abstract F and carried to the return.

Abstract G, Form 36.—This abstract is used when the quartermaster is accountable for fuel, forage, straw, illuminating supplies, etc., which have been purchased by him, or invoiced by other quartermasters to him and received. The abstract shows the issues, expenditures, and sales of these articles as authorized by proper authority.

Abstract H, Form 40.—This abstract shows the stationery issued by the quartermaster, and to whom it is issued. The approved abstracts to be used as vouchers to returns. Requisitions to be kept by the issuing quartermaster.

Abstract I, Form 42.—This abstract shows the articles lost, destroyed, sold, or expended. The articles expended do not include stationery or horse medicines. For these, separate abstracts are provided.

Abstract K, Form 46.—This abstract shows the articles transferred to other officers, and the name of the officer to whom the transfer is made and who receipts for the property. In cases where officers have failed to receipt for property certified, invoices should be filed in the place of receipts.

Abstract L, Form 50.—This abstract shows the articles of horse medicines and dressings issued on regular requisitions properly approved, and also such articles as have

been expended by the quartermaster. The approved abstracts to be used as vouchers to returns.

Abstract M, Form 65.—This abstract shows a list of clothing issued to enlisted men. It is necessary that this abstract be properly signed at the end of each line by the officer who witnessed the issue and the officer commanding the company or detachment to which the men belong. It should also be signed by the quartermaster and approved by the commanding officer.

The foregoing are all the abstracts which are entered on the return.

To prepare the return proceed as follows: In case property is received from a predecessor enter it on the return on the line "On hand," adding "Received from predecessor." Arrange the articles in alphabetical order and according to the classification indicated in the note on the last page of the return, Form 27. Collect all abstracts of property received either by purchase or invoice, or taken up as found on hand in excess of accountability, arranging the articles in the order above indicated, and enter them on their respective lines on the return. Proceed in the same manner for all property issued, sold, invoiced, or otherwise disposed of.

To prepare the abstracts which are to be entered on the return proceed as follows:

Abstract D is to be made up monthly and forwarded monthly with money accounts. To construct this abstract proceed as follows: Collect all vouchers showing purchase of property during the month, arrange the articles in alphabetical order, and according to the classification indicated in the note on the last page of the return, Form 27. Enter on the abstract each voucher, giving the date, the name of the persons, firms, or corporations concerned in the transaction, and the number of each article. Foot up the totals in the abstract and carry the same to the proper printed line on the return, and be careful to brief all papers connected with this transaction. From the press copy of this abstract, or from the duplicate retained copy, the quartermaster should get the list of articles to be entered on the return. The latest issue of Form 27 provides three lines for Abstract D, one for each month of the quarter. The Abstract D forms the connecting link between the money papers and the property papers.

Abstract E has for a voucher Form 34, invoice of supplies received from other officers. These vouchers should

be numbered consecutively and entered on the abstract in the order in which they were received, giving the date of invoice and name of officer invoicing the property. The articles should be arranged in alphabetical order and by classes as above indicated, and the sum total carried to the proper line on the return, Form 27.

Abstract F shows articles manufactured or found on hand by the quartermaster in excess of his accountability. This abstract has no vouchers, but notes should be entered showing, if possible, the manner in which such property came into his possession. The property should be classified as described for Abstract E. The attention of quartermasters is invited to the great importance of taking up on Abstract F all surplus property not otherwise accounted for. Neglect to do this results at times in embarrassment, irregularities, or worse, inasmuch as property for which there is no apparent accountability may be disposed of in an unauthorized manner. When property of considerable value is taken up as found at post, the name of the officer entitled to credit for the same should be stated. If the name is unknown, that fact should be stated.

Abstract G may have any or all of the following vouchers, namely: Form 37, which shows the sales made to officers of fuel, forage, straw, etc. Form 38, which shows the approved requisitions for fuel, forage, straw, etc. Form 39, which gives a statement of forage and straw issued to, and consumed by, public animals, for which the quartermaster may be accountable. Form 49, statement of purchases of forage, fuel, etc., by officers. These vouchers should be entered on the abstract, the totals obtained and carried to the return as described for Abstract E.

Abstract H has for its voucher Form 41, requisition for stationery. Proceed as in Abstract E.

Abstract I may have any or all of the following vouchers, namely: Form 43, showing a monthly list of quartermaster's supplies expended. Form 44, showing a list of articles lost or destroyed, which must be covered by the affidavit of one or more persons, or approved reports of surveying officers. Form 45, an account of sales at auction, supported by approved inventory and inspection report showing authority for such sale. Form 49, giving a statement of purchases by officers. Form 54, giving an account of sales of clothing to officers. Form 56, giving a statement of charges on muster and pay rolls made against enlisted men, and in case of deserter, supported by

approved report of a surveying officer. These vouchers are to be entered on the abstract, as in the case of Abstract E.

Abstract K has for its voucher Form 47, receipt for quartermaster's supplies. Proceed as for Abstract E.

Abstract L has for its voucher Form 51, approved requisition for horse medicines and dressings. Proceed as for Abstract E.

Abstract M has no vouchers. While a complete Abstract M has no vouchers, it is sometimes necessary to use a schedule, Form 86, to supplement or complete it where signatures of subordinate commanders and witnessing officers can not be obtained on one or more lines. At isolated stations schedule Form 86 is sometimes used as a voucher under A. R. 1167. It should be accompanied by certificate of the issuing officer that he has charged the money value of the articles issued on the clothing accounts of the men, or notified the proper officer to make such charge.

The above abstracts and vouchers, when properly entered, complete the return, and one copy of the return, abstracts, and vouchers should be forwarded to the Quartermaster-General, and the duplicate of all papers should be retained by the officer.

A certificate of inventory, Form 55, should accompany the return.

Quartermasters should invariably make it a rule to have in their possession either the property for which they are accountable, or a voucher representing the disposition thereof—either a receipt or a properly approved and receipted requisition, showing the issue of property in accordance with Army Regulations. Under no circumstances should property leave the control of the accountable officer without his taking steps to procure proper vouchers showing the disposition thereof. In this connection it should be borne in mind that a memorandum receipt, if issued under the provisions of the regulations, is a legitimate and valid receipt for quartermaster's property.

In preparing the return, special attention should be paid to the notes on the various blanks referred to in these instructions. After a careful perusal of these notes and an observance of the instructions herein laid down, it ought not to be difficult for any quartermaster to render a proper return of property for which he is accountable.

Should any points in this paper not be understood by the quartermaster receiving these instructions, he is at

liberty to communicate with the office of the Quartermaster-General in order that they may be further amplified.

The complete return includes the following papers:

The return, Form 27.

- Abstract D, Form 31 — Shows—
  - Articles purchased during quarter;
  - Date of purchase;
  - From whom and cost;
  - No vouchers.
- Abstract E, Form 33 — Shows—
  - Articles invoiced to and received by quartermaster;
  - Name of invoicing officer;
  - Vouchers—invoices received, Form 34.
- Abstract F, Form 35 — Shows—
  - Articles manufactured or found to be in excess of accountability;
  - No vouchers.
- Abstract G, Form 36 — Shows—
  - When quartermaster is accountable for fuel, forage, straw, illuminating oil, etc.;
  - Shows expenditures and sales, Forms 37, 38, 39, and 49.
- Abstract H, Form 40 — Shows—
  - Issues and expenditures of stationery;
  - Voucher—Form 41.
- Abstract I, Form 42 — Shows—
  - Articles lost, destroyed, sold, or expended;
  - Not including stationery and horse medicines;
  - Vouchers—Forms 43, 44, 45, 49, 54, and 56.
- Abstract K, Form 46 — Shows—
  - Articles transferred to other quartermasters;
  - Subvouchers, receipts for property transferred;
  - Form 47.
- Abstract L, Form 50 — Shows—
  - Horse medicines and dressings;
  - Voucher—Form 51.
- Abstract M, Form 65 — Shows—
  - Clothing issued to enlisted men;
  - No vouchers.

For the completion of the return attach certificate, Form 55.

Transmit by letter through the mails.

662. Books supplied by Military Secretary:

Post Records (A. R., 208).
- Post order.
- Post letters received, and index.
- Post letters sent.
- Post council administrations.
- Post morning report.
- Post guard report.

Regimental Books (A. R., 249).
- Regimental order.
- Regimental letters received, and index.
- Regimental letters sent, and index.
- Regimental fund.
- Regimental descriptive book.

Company Books (A. R., 271).
- Company order.
- Company letters received, and index.
- Company letters sent, and index.

Company Books—Continued.
Company council.
Company sick report.
Company morning report.
Descriptive book public animals, if necessary.
Artillery District (A. R., 301).
Order book.
Letters received, and index.
Letters sent, and index.

663. Books supplied by Quartermaster-General:
Cash book, all accounts received and disbursed.
Letters received, and index, including record of indorsements.
Press copy books and index for letters sent (estimate of funds and requisitions).
Record barracks and quarters. (A. R., 1027.)
Descriptive book public animals. (A. R., 1076.)
Record of interments. (A. R., 496.)
Press copy book of property shipped, bills of lading to be copied.
Book stores and property received.

664. Blanks supplied by Quartermaster-General:

[See A. R., 1603.]

No.	Name of the blank form.
1	Report of persons and articles hired.
1A	Report of bills of lading and transportation requests issued.
2	List of persons and articles transferred.
3	Roll of enlisted men on extra duty.
4	Invoice of supplies transferred for transportation.
5	Receipt for supplies transferred for transportation.
6	Account current.
7	Abstract of funds (sales to officers).
7½	Voucher to account current (sales to officers—gas and electric light).
8	Abstract of purchases (A).
9	Report of payments on account of purchases and services.
10	Voucher to Abstract A for purchases (extra sheets).
10½	Voucher to Abstract A, purchase of horses.
11	Abstract of expenditures (B).
12	Voucher to Abstract B, receipt roll.
13	Voucher to Abstract B, for services (and extra sheets).
13½	Voucher to Abstract B, reimbursement of traveling expenses of civilian employees.
14	Voucher to Abstract B for payment for telegrams.
15	Voucher to Abstract B for passenger transportation.
16	Voucher to Abstract B for tickets furnished.
17	Transportation requests (copy).
18	Voucher to Abstract B for freight transportation (railroad).
19	Voucher to Abstract B for freight transportation (water, wagon, etc.).
20	Voucher to Abstract B for railroad freight transportation (land grant involved).
21	Voucher to Abstract B for railroad passenger transportation (land grant involved).
22	Voucher to Abstract B for payment of reward for apprehension of deserters.
23	Voucher to Abstract B for advertising.
24	Voucher to Abstract B for job printing (large and small).
25	Abstract for transfer of funds (C).
26	Voucher to Abstract C, invoice of, or receipt for funds.
27	Quarterly returns of quartermaster's supplies (extra sheets).
28	Estimate of funds (extra sheets).

No.	Name of the blank form.
29	Statement of outstanding debts.
30	Receipt for private funds, paid for fuel, forage, straw, etc.
31	Abstract of articles purchased (D) and (extra sheets).
32	Report of progress of public buildings, etc.
33	Abstract of articles received from officers (E) and (extra sheets).
34	Voucher to Abstract E, invoice of supplies transferred.
35	Abstract of articles received from various sources (F) and (extra sheets).
36	Abstract of fuel, forage, straw, etc., issued and sold to officers (G).
37	Voucher to Abstract G for sales to officers of fuel, forage, straw, etc.
38	Voucher to Abstract G, requisition for fuel, forage, straw, etc.
39	Voucher to abstract G, statement of forage and straw issued to and consumed by public animals.
40	Abstract of stationery issued (H).
41	Voucher to Abstract H, requisition for stationery.
42	Abstract of articles expended; lost, destroyed, and sold (I) and (extra sheets).
43	Voucher to Abstract I, monthly list of quartermaster's supplies expended.
44	Voucher to Abstract I, list of articles lost or destroyed.
45	Voucher to Abstract I, account of sales at auction.
46	Abstract of articles transferred to officers (K) and (extra sheets).
47	Voucher to Abstract K, receipt for quartermaster's supplies.
48	Voucher to Abstract K, special requisition.
48a	Special requisition for public animals.
49	Statement of purchases by officers—Voucher to either Abstract G or I.
50	Abstract of horse medicines and dressings issued (L).
51	Voucher to Abstract L, requisition for horse medicines and dressings.
52	Annual inspection of public buildings.
53	Estimates of clothing and equipage.
53½	Special requisition for clothing and equipage.
54	Voucher to Abstract I, sales of clothing to officers.
55	Certificate of inventory to accompany property returns.
56	Voucher to Abstract I, statement of charges on muster and pay rolls of enlisted men.
57	Consolidated estimate of clothing and equipage.
58	Directions for measuring clothing (special sizes).
59	Voucher to Abstract A, purchase of fuel, forage and straw from Indians.
60	Estimate of quartermaster's supplies (extra sheets).
61	Estimate of lamps, lanterns, oils, etc.
62	Request for special authority to advertise.
63	Request for general authority to advertise.
63½	Request to publish advertisement.
64	Descriptive list of public animals transferred.
65	List of clothing issued to enlisted men, Abstract M.
66	Articles of agreement (general).
67	Articles of agreement, clothing, wagon, harness, etc.
68	Articles of agreement, wagon transportation.
69	Articles of agreement, steamboat transportation.
70	Articles of agreement, charter party, ocean and lake vessels.
71	Articles of agreement, charter party, river steamers, and barges.
72	Articles of agreement, lease.
73	Abstract of proposals.
74	General proposals.
75	Circular proposals.
76	Proposals for printing, etc.
77	Affidavit relating to contract (returns office).
78	Bill of lading, rail, original (extra sheets).
79	Bill of lading, rail, duplicate (extra sheets).
80	Bill of lading, marine, original (extra sheets).
81	Bill of lading, marine, duplicate (extra sheets).
82	Bill of lading, wagon, original (extra sheets).
83	Bill of lading, wagon, duplicate (extra sheets).
84	Statement of disbursements from appropriation for national cemeteries.
85	Monthly report of national cemeteries.
86	Schedule of clothing and materials required for issue to enlisted men (long and short).
87	Official telegram.
95	Estimate of tableware and kitchen utensils.
96	Articles of agreement (construction).
96a	Construction (extra agreement).
96b	Construction (general instructions to bidders).
96c	Construction (supplementary agreement).
97	Articles of agreement for printing, etc.
98	Certificate of supplies transferred (large and small).
99	Memorandum receipt for supplies transferred (large and small).
99a	Acknowledgment of receipt of property shipped (postal card).
112	Quarterly report, water supply.
113	Quarterly report, fire apparatus.
114	Quarterly report, ice machine.
115	Quarterly report, lighting system.
116	Quarterly report, sewer system and crematories.
	Bonds.
100A	Official bond, for disbursing officers, when sureties are individuals.
100AA	Official bond, for disbursing officers (appointed during recess of United States Senate), when sureties are individuals.

No.	Name of the blank form.
	Bonds—Continued.
100B.....	Official bond, for disbursing officers, when surety is a corporation.
100BB ...	Official bond, for disbursing officers (appointed during recess of United States Senate), when surety is a corporation.
100C.....	Contractors' bond (supplies, etc.), when principal is an individual or a partnership and sureties are individuals.
100D.....	Contractors' bond (supplies, etc.), when principal is an individual or a partnership and surety is a corporation.
100E.....	Contractors' bond (supplies, etc.), when principal is a corporation and sureties are individuals.
100F.....	Contractors' bond (supplies, etc.), when both principal and surety are corporations.
100G.....	Contractors' bond (public works), when principal is an individual or a partnership and sureties are individuals.
100H.....	Contractors' bond (public works), when principal is an individual or a partnership and surety is a corporation.
100I.....	Contractors' bond (public works), when principal is a corporation and sureties are individuals.
100J	Contractors' bond (public works), when both principal and surety are corporations.
101.....	Receipt roll of discharged prisoners.
102.....	Request for sleeping-car service.
	Militia blanks.
88.....	Annual return of quartermaster's supplies.
89.....	Abstract of articles received from officers.
90.....	Requisitions for quartermaster's supplies.
91.....	Abstract of articles expended, lost, destroyed, or sold.
92.....	List of articles lost or destroyed.
93.....	List of supplies expended.
94.....	Account of sales at auction.
103.....	Abstract (G) of fuel, forage, straw, and illuminating supplies sold and issued to officers.
104.....	Requisition for fuel, forage, straw, and illuminating supplies.
105.....	Statement of forage and straw issued to and consumed by animals (voucher to Abstract G).
106.....	Abstract (H) of stationery issued.
107.....	Requisition for stationery (voucher to Abstract H).
108.....	Statement of charges to enlisted men.
109.....	Abstract (F) of articles received from various sources.

665. Articles to be carried in field desk:

Army Regulations.
Quartermaster's Manual.
Telegram book.
Letter-press book and brush.
Transportation requests.
Railroad guide.
Mucilage.
Envelopes.
Rubber eraser.
Pins.
Tape.
Blank books.
Blank forms.
Important orders and decisions.
Ink, pens, penholders, and pencils.
Sealing wax.
Paper.
Ink eraser.

ARTICLE XVII.

MEDICAL DEPARTMENT.

Sanitary conditions of posts.

666. The Medical Department is charged with the duty of investigating the sanitary condition of the Army and making recommendations in reference thereto, of advising with reference to the location of permanent camps and posts, the adoption of systems of water supply and purification, and the disposal of wastes, with the duty of caring for the sick and wounded, making physical examinations of officers and enlisted men, the management and control of military hospitals, the recruitment, instruction, and control of the Hospital Corps and of the Army Nurse Corps (female), and furnishing all medical and hospital supplies, except for public animals. (A. R., 1413.)

Supervise hygiene.

667. The surgeon, under the direction of the commanding officer, will supervise the hygiene of the post or command, and recommend such measures as he may deem necessary to prevent or diminish disease. He will examine, at least once a month, and note in the medical history of the post, the sanitary condition of all public buildings, the drainage, the sewerage, amount and quality of the water supply, the clothing and habits of the men, and character and cooking of the food, and immediately after such examination will report thereon in writing to the commanding officer, with such recommendations as he may deem proper. The commanding officer will return the report, with his views and action indorsed thereon, and if he deem the action recommended impracticable or undesirable, will state fully his objections. The indorsement will be recorded in the medical history of the post, and the report and indorsement will be forwarded by the surgeon, through military channels, to the Surgeon-General. As far as practicable, intermediate commanders will correct sanitary defects, noting their action by indorsement. (A. R., 1414.)

CONTRACT SURGEONS, DENTAL SURGEONS.

Allowances, contract and dental surgeons.

668. Civilian physicians and dentists may be employed as contract surgeons and contract dental surgeons under contracts entered into by or with the authority of the Surgeon-General of the Army. They are entitled to the transportation and fuel allowances of first lieutenants, and when on duty at a post or station where quarters in kind

are provided by the United States they will be entitled to the quarters allowed by regulation to an assistant surgeon of the rank of first lieutenant; they are not entitled to commutation of quarters, nor to the 10 per cent increase of pay for foreign service as provided by law for officers. (A. R., 1417.)

Quarters provided.

669. A member of the Hospital Corps detailed as dentist's assistant and stationed in a city or town will be provided with a suitable room as quarters by the Quartermaster's Department. (A. R., 1424.)

Ambulances.

670. Ambulances will be furnished and repaired by the Quartermaster's Department; will always be subject to the call of the surgeon; and, when practicable, will be housed near the hospital. (A. R., 1456.)

Number issued to posts.

671. One regulation ambulance, with proper harness, will be issued to each post. To posts of more than 400 men, the number to be issued will be one additional ambulance for each additional 400 men or major fraction thereof. (A. R., 1457.)

Ambulance drivers.

672. At each post one or more of the privates of the corps will be designated by the surgeon as ambulance driver. In addition to his other duties, he will care for the ambulance, its equipment and harness, and see that they are always in readiness for immediate use. In the field he will care for the animals. When it is necessary to use the ambulance for any transportation purposes, the commanding officer, on the application of the surgeon, will see that the requisite animals are provided by the quartermaster and placed at the disposal of the surgeon. (A. R., 1458.)

Hand litters.

673. Each company will be furnished with one hand litter, which will be kept ready for use at all times. It will be supplied and repaired by the Quartermaster's Department. (A. R., 1459.)

Mounted orderlies.

674. On the march each medical officer will habitually be attended by a mounted private of the Hospital Corps. When practicable, horses will be furnished by the Quartermaster's Department and horse equipments by the Ordnance Department for those members of the corps on duty in the field who are authorized to be mounted. When no horses are available, special application for authority to hire must be made. (A. R., 1463.)

Transportation assigned.

675. Hospital transports, boats, and railway trains, after being properly assigned as such, will be exclusively under the control of the Medical Department, and will not

be diverted from their special purposes by orders of local or department commanders or officers of other staff corps. (A. R., 1468.)

Stores, when disinfected.

676. Tents, clothing, hospital furniture, and other stores used in the treatment of contagious diseases, will be disinfected or burned upon the recommendation and under the supervision of a medical officer. (A. R., 1482.)

Civilian employees.

677. Civilian employees at military posts, including the employees of post exchanges, may be furnished the medical supplies prescribed for them by a medical officer under such regulations as the Surgeon-General may establish in accordance with law. (A. R., 1485.)

Admission to hospital.

678. A civilian employee on duty at a station where other than army medical attendance can not be procured is entitled, when necessary, to admission to hospital. (A. R., 1486.)

HOSPITAL BUILDINGS.

Erection.

679. A building will not be erected for or occupied as a hospital until the opinion of a medical officer has been obtained in writing upon the suitableness of site and proposed arrangement. If the commanding officer dissent from this opinion he will return it to the surgeon of the post with his reasons indorsed thereon, who will forward it, through military channels, to the Surgeon-General of the Army. (A. R., 1491.)

Plans.

680. Hospitals will be erected at permanent posts in accordance with plans and specifications furnished by the Surgeon-General, approved by the Secretary of War. (A. R., 1492.)

Alterations.

681. When alterations of or additions to hospitals are necessary, the surgeon of the post, after obtaining from the quartermaster an estimate of cost, will transmit plans and specifications, with proposed modifications, through military channels, to the Secretary of War. Similar action will be taken upon quarters for sergeants first class. (A. R., 1493.)

Inspection.

682. When hospitals or quarters of sergeants first class are erected or repaired, the officer conducting the work will consult the surgeon of the post, who will inspect the work during its progress, and when a building is ready for occupancy the surgeon will report as to its merits to the Surgeon-General, through the regular channel, and furnish a copy of the report to the constructing officer. (A. R., 1494.)

Estimates.

683. The surgeon, after obtaining from the quartermaster necessary data as to the amount of labor, quantity of material, and cost, will forward on March 1 of each year, through military channels, to the Secretary of War, an estimate of repairs, alterations, or additions needed on hospitals and quarters of sergeants first class during the next fiscal year, with plans of the same, stating the condition of the buildings and necessity for repairs. The surgeon of the post will prepare and sign estimates for hospital construction and repairs, one copy of which is required by the Surgeon-General. The number required at department headquarters is fixed by the department commander. When work is completed, the medical officer will report to the Surgeon-General whether it was performed according to the estimate, and the material and balance of allotment remaining. Approved plans or estimates for construction or repair will be altered only by authority of the Secretary of War. (A. R., 1495.)

Annual estimates.

684. The Surgeon-General will furnish to the Quartermaster-General, in sufficient time for his annual estimates, a statement showing the hospital repairs which will be needed during the ensuing year, with estimated cost of the same. (A. R., 1496.)

Not occupied as quarters.

685. No portion of any hospital building at a military post will be used or occupied as quarters, nor will any mess be permitted or maintained therein except such as may be necessary for patients and enlisted men there on duty. (A. R., 1497.)

ARTIFICIAL LIMBS.

New artificial limbs.

686. Every officer, enlisted man, or employee of the military forces of the United States who, in the line of duty, or through disease contracted in service, shall have lost a limb, or the use of a limb, will receive once every three years an artificial limb or appliance, or commutation therefor if he shall so elect, under such regulations as the Surgeon-General of the Army shall prescribe. The money value allowed as commutation is, for a leg, $75; for an arm, foot, and apparatus for resection, $50. (A. R., 1517.)

Travel to obtain.

687. Necessary transportation, including sleeping-car accommodations, required for travel to place where artificial limbs may be fitted, will be furnished by the Quartermaster's Department, the cost to be refunded from any money appropriated for the purchase of artificial limbs. (A. R., 1518.)

Payment of transportation.

688. An officer who pays an account for transportation of persons to enable them to procure artificial limbs will take credit for amounts paid for such transportation in the usual manner on his accounts-current, and the vouchers evidencing the payments will accompany the accounts to the Auditor for the War Department for settlement. For the convenience of the Auditor in adjusting the appropriations involved the vouchers should bear conspicuously across their face a notation reading, "Transportation to have artificial limbs fitted." (A. R., 1519.)

Transportation supplied.

689. For the allowance of wagons, ambulances, pack mules, riding horses, and tentage for the Medical Department in the field see the Field Service Regulations.

Riding equipments.

Ambulance drivers.

690. The equipments for the riding horses are furnished by the Ordnance Department. The drivers for ambulances are furnished by the Medical Department.

ARTICLE XVIII.

TRANSPORTATION OF TROOPS BY RAIL.

Tables of land-grant and bond-aided railroads.

691. From time to time orders are issued by the War Department giving tables of land-grant and bond-aided railroads. Of these roads, for the transportation of any property or troops of the United States, a few are free, while many receive 50 per centum of tariff rates, under restrictions imposed by law.

These tables show the names of such railroads; their termini and mileage; the compensation accruing to each for services performed for the Government, and the places of preparation of their accounts by the Quartermaster's Department. Where a mileage basis governs in the settlement of these accounts, the distances named in the tables will govern. If not so named, the Traveler's Official Railway Guide will govern. If railroad companies refuse to state the proportions agreed upon, the amounts due will be apportioned upon a mileage basis by way of the route traveled.

Bills of lading over same.

Bills of lading and transportation requests for services over the bond-aided roads will be issued separately and not include service beyond the termini of such bond-aided roads.

Transportation should be provided to ultimate destination on through requests and bills of lading, except when bond-aided railroads form part of the route. But the issue of separate bills of lading or transportation requests for through journey by the Quartermaster's Department

is to be understood as being distinctly and only for the convenience of the railroad companies.

The points of original departure and ultimate destination should be clearly stated on all bills of lading and transportation requests.

692. The order for the transportation of troops by rail will usually indicate the quartermaster whose duty it is to furnish the transportation.

Information required by officer furnishing transportation.

To this officer should be immediately furnished the number of officers, etc., requiring berths in a standard sleeping car, the number of men to be supplied with berths in tourist sleepers, and a statement of the personal baggage and public property to be shipped. All public property should be listed, giving the number and weight of each package. The public property of each organization should be listed separately. The weight of soldiers' and officers' baggage transported free (150 pounds per capita) will be stated on bills of lading separately from weight of public property belonging to the command accompanying the movement for which payment is to be made.

This information is all necessary before the quartermaster furnishing the transportation can make out his bills of lading. The circular to bidders should be made out promptly.

Sample circular to bidders.

693. The following is a sample circular, which may be amended to meet special conditions:

WAR DEPARTMENT,
GENERAL DEPOT OF THE QUARTERMASTER'S DEPARTMENT,
San Francisco, Cal., ——— ——, *1904.*

CIRCULAR.

Sealed proposals will be opened at this office at 11 a. m. ——— ——, 1904, for transportation of the ——— from ——— to points indicated below.

The total approximate strength of the command will be as follows: 28 officers, 500 enlisted men, with about 200,000 pounds of Government freight and personal property of officers and men.

The lowest special rates should be quoted, as follows:

To Fort Des Moines, Iowa.—For about 17 officers, 205 enlisted men, and 130,000 pounds of freight, as above specified.

Officers, first class; enlisted men, second class; per double berth in standard sleeping car for officers; per section in tourist cars for enlisted men, to be occupied at the rate of 3 men to a section; per 100 pounds for freight, regardless of classification.

To Fort Riley, Kans.—As above, for about 7 officers, 105 enlisted men, and 30,000 pounds freight.

To Jefferson Barracks, Mo.—As above, for about 2 officers, 95 enlisted men, and 20,000 pounds freight.

To Fort Sheridan, Ill.—As above, for about 2 officers, 95 enlisted men, and 20,000 pounds freight.

If party rates exist over any portion of the routes, they shall be considered in making proposals for passenger transportation.

It is expected that the regiment will be ready to leave San Francisco about the 18th proximo.

The contract to be entered into for the service will contain the following provision:

"It is understood and agreed between the carriers and the United States that 150 pounds of personal property per capita belonging to the officers and men will be carried free. The weight of all such property will be stated on bills of lading separately from weight of public property belonging to the United States accompanying the movement."

Sufficient space is to be reserved in baggage cars, free of charge, for subsistence en route.

The men are to be allowed to take their arms and necessary hand baggage for the journey with them in the passenger cars without charge.

The train service is to be satisfactory in all respects to the depot quartermaster, San Francisco.

The tourist sleeping cars are to be well and sufficiently lighted, and heated by apparatus not in conflict with the laws of States through which the route is made. All urinals to be cleaned, disinfected, put in good working order and so maintained, and an abundant supply of ice water for drinking and of toilet paper and water for operating the closets and urinals during the journey to be supplied, and to be at station of departure in ample time to allow for inspection and for the correction of any unsatisfactory conditions which may be found.

Bids must show the routing proposed and the division of the through rates inuring to each road.

Bids should show if settlement for sleeping car accommodations is to be made with the sleeping car company furnishing the cars or with the railroad company furnishing the transportation; but the latter will be required to make all arrangements for securing and placing the required number of cars at point of embarkation.

Notice will be given of the day and hour that cars will be required, but the freight cars are to be placed in readiness at the most convenient point sufficiently in advance of passenger cars to admit of the loading of freight and preparation of bills of lading prior to the loading of troops.

Freight or baggage cars are to be provided for the freight, and all cars are to have air brakes and be adapted in every respect for running at fast passenger train speed.

The troops and freight are to be run together through to destination without change of cars, on as fast time as is consistent with safety.

If transportation shall be in part over free land-grant or bond-aided railroads, payment for service over that portion of the road can not be made; if over other land-grant railroads, but 50 per cent of earnings over that portion of the route can be made. Bids must specifically state whether the rates quoted are net cash rates or subject to land-grant deductions. Government transportation requests will be

issued to cover passenger transportation, and bills of lading to cover freight.

The right is reserved to increase or decrease the numbers and quantities herein specified in accordance with the necessities of the service, and to make changes in details; but such modifications shall not be considered as affecting the rates quoted.

The Government also reserves the right to reject any or all bids or any part of any bid, and to exclude the rates bid if subsequently it is found that lower rates were available to the public or the Government for like class of service on the date the business moved.

——— ———,

Quartermaster, U. S. Army, Depot Quartermaster.

Special trains.

694. For commands of four companies of foot troops, for one field battery, or for a troop of cavalry, it is always better to arrange for special trains made up to include the freight cars carrying the command's freight. This insures the arrival together at destination of the troops and property of the command, at the expense, however, of passenger rates of speed, in order to comply with the law regulating the speed of trains carrying freight cars.

Stock cars for horses.

For the shipment of horses, when practicable, stock cars should be required that will admit of feeding and watering on the cars.

Opening of bids, and award.

695. Upon the receipt of bids, their opening at the appointed time, and the award, the quartermaster will prepare a letter to the successful bidder, termed "letter of agreement" (blank form furnished from Quartermaster-General's Office), and in which the quartermaster will give in detail the requirements agreed upon. This is of importance, as one copy is given to the officer in command of the troops and it informs him just what he can and should require before his quartermaster signs his receipt for the service. It is also a guide to the railroad officials en route in case of dispute as to the requirements.

Letter of agreement.

696. The following is a form of blank letter of agreement issued by the Quartermaster-General:

This agreement, entered into this —— day of ———, 190—, between ——— ———, Quartermaster ———, U. S. Army, and ——— ———,

Witnesseth: In consideration of the rates named below the ——— Railroad agrees to transport —— officers and ——— enlisted men (more or less) designated as ——— from ——— to ———, together with the impedimenta authorized to accompany the command.

The route of travel will be as follows: ——— ——— ——— ———.

The train equipment will consist of —— coaches, —— standard sleepers, —— tourist cars, —— baggage cars, —— freight cars, all of standard quality and in good sanitary condition, passenger cars to be properly watered, lighted, and heated, and all equipment placed at point of embarkation in time for inspection before movement; all cars

to be run through from starting point to destination on as fast time as consistent with safety.

In consideration of the faithful performance of this agreement, the carriers shall be paid the following rates: Rail rate: Officers, per capita, ——; enlisted men, per capita, ——. Sleeping-car rate: Officers, per berth, ——; enlisted men, per berth or section, ——. Freight, per 100 pounds or carload, ———.

Bond-aided credit (if any): Officers, per capita, ——; enlisted men, per capita, ——; freight, per 100 pounds or carload, ———.

The above rates are net cash and not subject to further deduction unless it is subsequently found that they are in excess of regular tariff rates less land-grant or other lawful deductions to which the Government is entitled, then the lower rate will govern in settlement.

It is understood and agreed between the carriers and the United States that 150 pounds of personal property per capita belonging to the officers and men will be carried free. Such free allowance to cover the personal baggage of the individual transported and not to include freight or property of Government or private ownership.

Remarks: ——— ——— ——— ———.

In witness whereof we hereunto affix our signatures.

——— ———,
Quartermaster, ——— *U. S. Army.*

——— ———,
For the ——— *Railroad.*

N. B.—A certified copy of this agreement will in all cases be attached to the account as paid or prepared for payment.

Loading of freight and troops.

697. As soon as the award for the service is made and the final arrangements completed the quartermaster of the troops should be furnished through his commanding officer a copy of the agreement with a letter detailing the time and place fixed for loading the freight and troops and the time the train will start. For the loading of the freight a detail should be requested. The quartermaster furnishing the transportation—if practicable and if not his agent—should be present at the loading of freight and troops. He should examine the train and its equipment and see that the railroad company has complied fully with its agreement. His presence is necessary also to adjust matters in case of controversy between the agents of the railroad and the commanding officer of the troops.

It should be remembered by the commanding officer of the troops and by his quartermaster that the railroad officials are trained experts in their business and only chaos can result from any interference in the handling of the trains en route.

DIMENSIONS AND CAPACITIES OF STANDARD RAILROAD CARS.

Passenger and freight cars.

698. Day coach, 3 men to 2 seats, 42 to 45 men; Pullman standard sleeper, 14 or 16 sections; tourist sleeper,

12, 14, or 16 sections, 3 men to a section. As the dimensions vary it is not practicable to state the number of cars required for a command.

Freight car (box), length 34 to 36 feet, capacity 40,000 to 60,000 pounds.

Flat car, length 34 to 36 feet, width 8 feet 6 inches.

Coal car, length 34 to 36 feet, width 8 feet 5 inches.

Palace stock car, length 36 to 40 feet, capacity 16 to 20 head.

Improved stock car, length 36 feet, capacity 20 to 24 head.

Ordinary stock car, length 30 to 34 feet, capacity 16 to 20 head.

LOADING ANIMALS ON CARS.

Loading animals on cars.

699. Except in hot weather, pack as many animals in the car as you can, as they will ride better than if loosely packed. If an animal happens to fall down in the car it will be almost impossible for it to get up and the probabilities are it will be trampled to death. For this reason load sick or injured animals in car by themselves, and build separate stalls for each animal, if practicable. Before loading examine car carefully to see that the floor boards are not rotten or broken, that the sides are secure, and that there are no projecting nails or splinters. The car should be clean and the floor covered with sand or sawdust. Where cleats on the floor are not used it is advisable to have toe calks on the animals' shoes. The man in charge should be provided with a candle lantern, bucket, and a hatchet. Where the boards on sides of car are not close together an animal is liable to get his hoof between the boards, and when other means fail to disengage it a hatchet is useful in cutting away a part of the board. In loading animals use the railroad platform, or the loading ramp found at railroad stations, or make a ramp, well supported and with strong sides. Lead the animals by halters and straps up the ramp and into the car, and take off the halter straps. The first animal should be led to one end of the car and the second to the other end, leaving the center of the car for the last animals loaded. Arrange the animals so that the alternate ones shall face in the same direction.

Do the loading quietly, and have the animals follow one another promptly, so as to avoid delay. In some cases it may be necessary to blindfold an animal before he can be

led into the car. An obstinate animal can be made to enter by holding its head up, twisting its tail, and pushing it by main force into the car. Before loading see that door on farther side of car is closed and fastened, and after loading is complete fasten the second door.

Where cars contain hayracks and water troughs, see that they are in good condition and fill racks before loading. Animals should be unloaded and exercised as a rule once in twenty-four hours. When stock cars are used and the animals are fed and watered twice a day, once in two or three days is usually sufficient for unloading for exercise, depending upon the temperature.

In shipments of less than carload lots a barrel of water should be supplied with a block of wood to prevent splashing.

LOADING AMBULANCES ON CARS.

Loading ambulances on cars.

700. Except for short journeys, ambulances should be knocked down before loading. Secure a flat car 36 feet long by about 9 feet wide. Take the beds off the running gears by unscrewing nuts from the bolts that hold the sills of the beds to the running gears. Also take off the rear steps. Six beds can now be placed on the car by taking the first bed and placing it in one corner of the car (its length parallel to the car), the side of the bed coming out to the stakes, or the places for stakes on side of car. Place the second bed alongside of the first, allowing it to slip back 2 inches on account of the sills. Arrange the other four beds behind the first pair, well closed up; then put in stout stakes and cover ambulance tops with paulins or old canvas, as a protection to the tops from sparks. It is very important that the nuts should be put back in their proper places. Secure the water tanks on ambulances, and place the running gears in a box car and number them corresponding to the ambulances, if the ambulances are of different makes.

For short journeys take off wheels and rear steps and unyoke axles from springs. For the axles substitute a piece of hard wood, which should not be longer than the width of ambulance. Crate wheels and put inside of ambulance, bracing same, so there will be no liability of injury to sides.

LOADING WAGONS ON CARS.

Loading wagons on cars.

701. Remove the beds from the running gears and take off the rear end gates. Get a 36-foot flat car, or even a

longer one. Place the first bed in one corner of the car (its length parallel to the car), so that its side will come out to the stakes or places for stakes on side of car. Take the second bed, reverse it so that the front end shall be opposite rear end of first wagon, turn it bottom up, and place it partly inside and partly outside of the first bed, the inner sides being close together. This arrangement forms a box, with closed ends, which can be filled with parts of the body and running gear. Place the third and fourth beds, similarly arranged, alongside of the first and second, and continue the same arrangement to the other end of the car. In this way, 12 beds can be put in first layer on car.

Arrange the second, third, and fourth layers similarly, and secure the beds by stout stakes and wire. Forty-eight beds, with parts, can thus be shipped on one flat car, the running gears being placed in a box car. Put back all nuts in proper place. Wagons that have been used should never have the bodies knocked down and loaded in box cars, because in endeavoring to take off the nuts, which are sure to be rusted, the outside braces and inside straps are twisted and the bolt ends broken off, rendering the wagons unserviceable. By loading as above described, no damage is done the bed or running gear and the wagons are easily set up when destination is reached. It is not necessary to number the beds, running gear, etc., except when wagons of different patterns are shipped. If tunnels are on the line of road, load only three layers, or 36 wagon beds on each car.

If cars containing stock and wagons accompany the regiment and it is necessary to run the train in several sections, the cars of stock and wagons should be the first section and should be accompanied by a sufficient number of men, say one company, to unload and care for stock and wagons, so that when the rest of the regiment arrives there will be no delay in moving baggage to camp.

LOADING PROPERTY IN CARS.

Loading property.

702. The general rule for loading property is to put in first such articles as will not be immediately needed on arrival at destination. The following order of loading should be followed, unless there is a special reason for departing from it:

1. Ammunition.
2. Enlisted men's baggage.
3. Officers' baggage.

4. Hospital stores.
5. Rations.
6. Cooking equipment.
7. Tentage.

By this arrangement the articles needed first will be unloaded first. Keep the property of each organization by itself, as far as practicable, and mark on the car the letter and regiment of the organization whose property is in the car. The cars should be assigned and marked by the quartermaster before loading. If the regiment is to be shipped in two or more sections, see that the proper baggage cars accompany each section, so that when an organization arrives in camp its baggage will be with it. A couple of men should be in each car containing baggage or rations.

ARTICLE XIX.

TRANSPORTATION OF TROOPS BY WATER.

Transportation on army transports.

703. For the transportation of troops by water, see the Army Transport Regulations. The following circular is of general interest:

CIRCULAR OF INFORMATION.

WAR DEPARTMENT,
OFFICE OF THE QUARTERMASTER-GENERAL,
Washington, November 1, 1903.

By direction of the Quartermaster-General, the following is published for the information and guidance of those to whom authority is granted for over-sea transportation on army transports:

Transports sail from United States Army transport dock, pier 12, foot of Folsom street, San Francisco, Cal., for Honolulu, Guam, and Manila, promptly at 12 o'clock, noon, on the first day of every month. If this date falls on Sunday, then the transport will sail on the Saturday preceding.

Authority for passage on the transport must be secured in advance from this office for each person (adult or minor) transported, whether of the Army or Navy, or a civilian.

When the authority for transportation is received, the recipient thereof will communicate at once with the General Superintendent, Army Transport Service, No. 36 New Montgomery street, San Francisco, Cal., notifying him of intention to claim transportation under the authority conveyed in letter from this office. If, within five days of the date set for the sailing of the vessel on which transportation is granted, the General Superintendent at San Francisco has not received such notification of intention to claim transportation from him, the authority granted for such transportation will be regarded as canceled and the accommodations aboard the transport theretofore reserved will be assigned to another.

If, at any time after the receipt of the letter from this office authorizing transportation on an army transport, it is found that the person or persons to whom such transportation is granted can not make the voyage, it is especially requested that the Quartermaster General's Office be notified at the earliest possible moment.

Upon arrival in San Francisco application should be made to the General Superintendent for transportation, and the transport officials must be satisfied that vaccination has been made within a reasonable time.

Charges made for subsistence on the transport are as follows, and are payable to the transport commissary:

Adults and children over 12 years of age, $1 per day.

Children over 5 years and under 12 years of age, 50 cents per day.

Children under 5 years of age, free.

No charge is made for stateroom or attendance.

Assignments to berths and saloon table are made by the transport quartermaster on the day of sailing of the transport, unless specially ordered otherwise by the Quartermaster-General or General Superintendent, Army Transport Service, at San Francisco, Cal.

A suitable amount of baggage is allowed each passenger, but nothing larger than a steamer trunk will be allowed in a stateroom.

The Government assumes no responsibility for loss of baggage, but exercises every possible care in receiving and transporting it.

Baggage must be delivered at the army transport dock, *charges prepaid.* When baggage does not accompany the passenger, it is suggested, in order to avoid possibility of loss, that it be sent to the transport dock by registered expressman, whose number should be taken.

Baggage transported is divided into three classes:

1. Baggage desired by passenger for use in stateroom.

2. Baggage stored in the baggage room of the transport, which is accessible to passengers at stated hours during each day.

3. Baggage stored in the hold of the transport, which is not accessible to passengers during the voyage.

Suitable pasters for baggage will be furnished passengers at the transport dock.

The time occupied from San Francisco to Manila, under ordinary conditions, is about twenty-eight days.

Light clothing should be taken for use during part of the voyage. Rain clothing is not essential aboard ship.

A medical officer of the Army accompanies each transport.

On each transport to which ladies and children are assigned there is a stewardess.

Fresh milk sufficient for the voyage is carried in the transport refrigerator.

A liberal number of steamer chairs is provided by the transport service for use of passengers, who will not be allowed to bring aboard for personal use, deck chairs which can not be folded.

Dogs are not allowed on army transports.

There are no laundry facilities aboard army transports.

Baggage is examined in Manila as soon as landed, and dutiable merchandise must be declared.

The following paragraphs of the customs tariff for the Philippine Archipelago, published by the Division of Insular Affairs, War Depart-

ment, September, 1901, indicate the articles admitted at Manila free of duty, subject to conditions and formalities:

"386. Wearing apparel, toilet objects and articles for personal use, bed and table linen, books, * * * jewels, and table services bearing evident signs of having been used, imported by travelers in their luggage in quantities proportionate to their profession and position."

"393. Used household furniture of persons coming to settle in the Philippine Islands, including such articles, effects, and furnishings as pictures, books, pianos, organs, chinaware, and kitchen utensils, in quantities and of the class suitable to the rank and position of the persons bringing the same: *Provided*, That they have all been used by said persons for more than one year; that they are brought within a reasonable time after the arrival of the owners, in the discretion of the collector of customs * * * ."

Telegrams on the subject of transportation for persons not in the Government service should be sent at private expense.

_____ _____,

Major and Quartermaster, U. S. Army.

ARTICLE XX.

LAND TRANSPORTATION, ETC.

Load for an army wagon.

704. The standard wagon is the four-mule escort wagon. The load should not exceed 3,000 pounds on good roads; for average conditions, 2,500 pounds is considered a fair load.

For the six-mule army wagon the load should not exceed 4,000 pounds on good roads; for average conditions, 3,500 pounds.

Weights and measurements of army wagons.

705. Table of weights and measurements:

	6-mule army wagon.	4-mule escort wagon.
Weight.....pounds..	2,100	1,600
Capacity of body.....cubic feet..	70	56
Depth of body.....inches..	24	21
Height of bows above floor.....do....	70	56
Total capacity of wagon.....cubic feet..	150	125

	Ft.	In.
Army wagon, 6-mule:		
Distance between outside rims of hubs	6	6
Distance from front end to rear of body	12	0
Distance from end of pole to rear of body	22	8
Escort wagon, 4-mule:		
Distance between outside rims of hubs	6	2
Distance from front end to rear of body	11	6
Distance from end of pole to rear of body	19	1

Capacity.

706. Either wagon will hold the number of pounds stated above as a maximum load; of oats; hay double pressed; bacon in boxes; beans, rice, coffee, sugar, potatoes, or salt, in sacks.

The army wagon will hold 750 small rations packed, and the escort wagon 650, reckoned 4 pounds to the ration.

707. Wagons should always be supplied with a spare pole, an ax, a bucket for watering the animals, a hammer, a monkey wrench, spare bolts, a candle lantern, and a box of axle grease. Spare parts.

708. The assignment of wagons for the infantry is at the rate of one to each company, one to each battalion headquarters, one for the band and noncommissioned staff of each regiment, one to each regimental headquarters, two to each brigade headquarters, and three to each division headquarters. (Field Service Regulations.) Assignment of wagons.

For mounted troops the same, except two wagons are assigned to each troop, one being required for the forage. For each field battery, 3. (Field Service Regulations.)

709. While the above is taken as the basis for figuring, in practical application the chief quartermaster of a division will control all the transportation of his division; the brigade quartermaster all of the transportation of his brigade, and so on for the regiment, battalion, and company, when any one of these organizations is acting as a separate command. Control of wagon transportation.

710. In loading, the baggage and rations for one company may be all on one wagon, or if it is desired one wagon will carry the baggage for two companies and one the rations for two. The number of wagons required will remain the same with either system. How loaded.

711. As a rule the heavy tentage required for a permanent camp is not taken into the field and it will not be considered in this statement of division transportation. The men carry their shelter tents for an expedition into the field, and if later the heavy tentage is needed it can be forwarded. Tentage.

712. In connection with the subject of division transportation it is necessary to consider its continued supply. For this purpose the Field Service Regulations require for a division in the field three supply trains of 27 wagons each, carrying total of seven days' rations for the men and seven days' oats for the animals with the command. These rations are distributed as follows: On the men, one emergency ration and one field ration; on the regimental trains, two field rations; on the supply trains, three field rations. The oats are thus distributed: Six pounds on each riding animal; four days' for the regimental train on its wagons; and the remainder on the supply trains. Supply trains. Rations—how distributed.

As soon as a supply train is emptied, it will proceed to the nearest depot to refill and return. It will often hap-

pen that the number of supply trains will have to be increased in order to keep up a continued supply.

Transportation required for troops in the field.

713. The transportation required for troops in the field, referred to in the Field Service Regulations as regimental trains, is as follows:

	Wagons.	Pack mules.	Riding horses.
Company of infantry	1		
Company of cavalry	2		
Company of field artillery	3		
Company of Signal Corps	2		
Pioneer company, Engineers	4	4	24
Ponton company, Engineers	16	4	5
Headquarters battalion	1		
Headquarters regiment	1		
Band and noncommissioned staff regiment	1		
Headquarters brigade	2		
Headquarters division	3		
Battalion infantry	5		
Battalion cavalry	9		
Regiment infantry	17		
Regiment cavalry	29		
Brigade infantry	53		
Brigade cavalry	89		
Medical Department, for each regiment	1		
ONE DIVISION.			
Headquarters	3		
3 brigades—			
9 regiments infantry	153		
1 regiment cavalry	29		
9 batteries—			
6 field artillery	18		
3 horse artillery	9		
Engineers, 3 pioneer companies	12	12	72
Signal, 1 company	2		
Medical Department, 2 field hospitals	16 / [a] 20	8	135
Medical Department, 10 regiments	10		

[a] Ambulances.

PARKING WAGON TRAINS.

Parking wagon trains.

714. In going into camp a wagon train is parked as follows: When there is room and the ground suitable, the wagons will be dressed to the right with intervals of about 20 feet between wagons. A picket line stretched between the wagons, tied to the hind wheels, will be used for the animals. This method prevents the animals eating the wagons, as will be the case when they are tied to the pole or wheels. When there is not sufficient space for this method close the wagons up with intervals of 3 feet between hubs dressed to the right and stretch the picket line between trees for the animals.

715. Transportation units:

Composition of wagon and pack trains.

A WAGON TRAIN.	Number.
Wagon master	1
Assistant wagon masters	2
Cook	1
Watchman	1
Teamsters	28
Wagons	27
Personnel	33

A PACK TRAIN.

	Number.
Pack master	1
Farrier and blacksmith	1
Cook	1
Packers	10
Pack mules	50
Bell mare	1
Saddle mules	10
Personnel	14

CARE OF ANIMALS, WAGONS, AND HARNESS IN THE FIELD.

Quartermaster responsible for condition of transportation.

716. In order that animals, wagons and harness may always be ready for service, the personal attention of the quartermaster in charge is necessary. He can not delegate his responsibility to anyone else, as he alone will be held responsible for their condition. He will give proper orders regarding the care of this property and he should see that his orders are executed.

ANIMALS.

Care of animals.

717. Animals are rendered unserviceable by overwork, by neglect of regular feeding and watering, or by failure to discover and properly treat all slight injuries before they become serious.

In the field animals should be fed night and morning, the larger feed at night when there is ample time to eat and digest the food. When hard worked they should have their full ration of grain, and when the ration of hay is reduced or omitted they should be given a chance to graze. Frequent watering is a necessity, particularly in hot weather, and always before feeding. When possible, a half hour before reaching camp animals should be allowed to drink all they wish. If the animals arrive in camp in a heated condition they should be allowed to cool before feeding and watering; otherwise they are in danger of being foundered. Feed the allowance of salt twice a week.

All animals should be groomed twice a day, and at each grooming their feet should be cleaned and examined. A loose shoe should be attended to at once by the blacksmith, either on the march or in camp. All animals should be shod at least once a month and as much oftener as necessary. The animals when turned out to graze should be herded by sufficient men to insure their safety. A bell mare with a mule herd keeps the animals from straying.

Care of collars.

Dirt allowed to dry on the collars causes sore shoulders. To prevent this clean the collars thoroughly at night and oil slightly when the leather is nearly dry. Wash the chafed places on the animals with strong salt water. Collar pads are often serviceable in keeping the pressure from a chafed shoulder.

Kind treatment of animals.

Insist upon teamsters being kind to their animals. Any abuse or neglect of an animal by a teamster should be followed by his discharge.

WAGONS.

Care of wagons.

718. Wagons in the field should be inspected at the end of each day's march, and, if practicable, all necessary repairs made promptly. Particular attention should be given to discovering the loss of nuts and to replace the missing; a good supply of nuts and a few extra bolts should be carried in the tool box. The axles should be greased daily and care taken to remove the old before putting on the fresh grease.

Extra parts.

719. List of articles carried on each wagon:

	Number.
Axe, front of wagon	1
Axle nuts, in tool box	2
Bucket G. I., under rear of wagon	1
Sponge, in tool box	1
Curry comb and brush, in tool box	1
Cases axle grease, in tool box	2
Extra hames, in tool box	2
Lantern, in water bucket	1
Wagon wrench, in tool box	1
Open links, in tool box	3
Pole, on side of wagon	1
Reach, on side of wagon	1
Pickax, on side of wagon	1
Three-eighths or one-half-inch rope, on side of wagon.....feet..	150
Spade, on side of wagon	1
Hame straps, in tool box	3
Hame strings, in tool box	3
Shoe for each foot of each animal, previously fitted, in tool box..	1
Horseshoe nails, in tool box	
Singletrees, under wagon	2
Doubletree, under wagon	1
Ball strong twine for harness repairs	1

HARNESS.

Care of harness.

720. The harness should be examined daily, and any defect or weakness should be repaired at once. When removed from the animals at night, harness should be

placed where it will dry and will not be thrown upon the ground. The collars should be carefully wiped off and the dirt removed from the remainder as far as practicable. Harness should be thoroughly cleaned at least twice a month. For this purpose use a bucket, lukewarm water, sponge, harness soap, harness dressing, neat's-foot oil, and lampblack. For ordinary cleaning the following should be observed: Provide a rack to hang the harness on. When no better arrangement is at hand, insert one end of the wagon pole between the spokes of one of the hind wheels, above the hub. Strap it to the axle and hang the harness on the pole. Dampen the sponge in water and pass it over the harness until the dirt has become soft. Rinse out the sponge as often as necessary, renewing the water when it is dirty. Then rub the sponge on the harness soap until a good lather is obtained, and give the harness a good heavy coating of it, and rub it until all dirt is removed. Then work up a thick soap lather, coat the leather part of the harness with it, and allow it to dry without further rubbing. When dry, put on a light coat of harness dressing with a clean sponge, touch lightly, only enough to spread the dressing, and do not rub. When a harness is dry and hard from neglect, after cleaning as above, take a pint of neat's-foot oil for each single set of harness, pour the oil into a pan and mix it with lampblack in proportion of one teaspoonful to each pint of oil. Stir this mixture until it has a glassy black appearance. In cold weather the oil should be warm. Apply with a small sponge, rubbing it well in. When thoroughly dry, apply harness dressing as previously described.

Waterproofing covers of ambulances.

721. For waterproofing canvas covers on hospital ambulances, make a mixture of the following ingredients:

To each gallon of raw linseed oil add 12 ounces of beeswax, 1 pound of white lead, and 12 ounces of common resin. Boil this mixture, stirring it at the same time, and apply it while warm to the upper side of the canvas. Be sure to wet the canvas with a sponge on the under side before applying this mixture.

Paints, oils, etc., required to paint vehicles.

722. Amount of paints, oils, etc., required for newly painting various vehicles three coats:

Kind of vehicle.	White lead, in oil.	Venetian red, in oil.	Prussian blue, in oil.	Chrome green, in oil.	Vandyke brown, in oil.	Coach black, in oil.	White lead putty, in oil.	Boiled turpentine.	Linseed oil.	Japan drier.	Coach varnish.
	Lbs.	*Lbs.*	*Lbs.*	*Lbs.*	*Lbs.*	*Lbs.*	*Lbs.*	*Pts.*	*Qts.*	*Pts.*	*Pts.*
Army wagon	5	1	½	.....	.....	1	1	1	2	½	½
Escort wagon	5	1	½	.....	.....	1	1	1	2	½	½
Spring wagon	4	.....	1	½	1	1	1	1	2	½	1
Ambulance	5	½	½	.....	.....	2	1	1	2	½	½

In mixing paint great care should be taken to use as little turpentine and drier as possible, as turpentine and drier injure the life of the oil.

NUMBER AND SIZES OF BOLTS, RIVETS, AND SCREWS USED IN ARMY AND ESCORT WAGONS, AMBULANCES, AND DOUGHERTY SPRING WAGONS.

Army wagon.

723. ARMY WAGON.

	Number.	Diameter.	Length.
		Inch.	*Inches.*
Carriage bolts	67	½	1½
	2	½	2½
	4	½	3
	4	7/16	2½
	4	7/16	4
	2	½	3
	20	½	3½
	4	½	4½
	4	7/16	3½
	1	7/16	13
	8	½	4
	4	½	4½
	16	½	6
	4	½	6½
	1	½	8
	1	½	12
	8	½	13
	2	½	28
	2	½	2
	6	½	28
	1	½	13
Tire bolts	36	7/16	3½
	6	7/16	4
	2	7/16	5
Rivets	52	½	2½
Wood screw, flat-head:			
No. 10	34	.....	1
No. 12	10	.....	1½

724. ESCORT WAGON.

Escort wagon.

	Number.	Diameter.	Length.
		Inch.	*Inches.*
Carriage bolts	16	¼	1½
	14	5/16	1¾
	12	5/16	2
	22	5/16	2½
	20	3/8	3
	2	3/8	8
	4	7/16	5
	8	7/16	11
	32	5/16	4
Tire bolts	6	¼	2½
	10	¼	2¾
	40	¼	3
Iron rivets	50	5/16	1½
	34	¼	1¾
	10	¼	2½

No wood screws.

725. HOSPITAL AMBULANCES.

Ambulance.

	Number.	Diameter.	Length.
		Inch.	*Inches.*
Carriage bolts	16	5/16	1½
	6	¼	1¾
	10	¼	2¼
	4	5/16	1¾
	6	5/16	2
	6	5/16	2½
	34	5/16	3
	16	3/8	3
	6	3/8	3½
	2	3/8	4
	2	3/8	4½
	2	3/8	5
	2	7/16	3½
	2	5/16	4½
Tire bolts	18	¼	2
	50	¼	2½
	8	5/16	2¾
	2	3/8	3
	4	3/8	4½
	6	7/16	7½
Rivets	24	¼	1½
	32	¼	2½
Flat-head wood screws, No. 12	24	.....	1½
Rivet-head screws, No. 9	36	.....	1¼

726. DOUGHERTY WAGON.

Dougherty wagon.

	Number.	Diameter.	Length.
		Inch.	*Inches.*
Carriage bolts	12	¼	2½
	12	¼	2¾
	24	5/16	1¾
	18	5/16	2
	2	3/8	2¾
	2	3/8	2¾
	16	3/8	3½
	4	3/8	4½
	2	3/8	5
	2	3/8	8½
Tire bolts	50	¼	2½
	6	¼	3
	2	3/8	4½
	2	3/8	5
	2	3/8	6½
Rivets	24	¼	1½
Flat-head wood screws, No. 12	24	.....	1½

Blacksmith's tools in the field.

727. Blacksmith and farrier's tools required in the field:

	Number.
Anvil, small	1
Apron	1
Chisels:	
Cold, and handled	2
Hot (cleaver)	1
Cold, hand	1
Clinch cutter (buffer)	1
Clinch iron	1
Dividers	1
File, 12-inch flat bastard	1
Forge, portable	1
Hammers:	
Hand, ball-pein	1
Riveting	1
Shoeing	1
Sledge	1
Hardie	1
Knife, farrier's	1
Nippers:	
Pair	1
Hoof, pair	1
Pincers, pair	1
Pritchel	1
Punches, round, hand, assorted	3
Rasps, 16-inch	6
Set stocks and dies, $\frac{1}{4}$, $\frac{5}{16}$, $\frac{3}{8}$, $\frac{7}{16}$, $\frac{1}{2}$, $\frac{5}{8}$, and $\frac{3}{4}$ inch	1
Tongs:	
Shoeing, pair	1
Large, pairs	2
Vise, small	1
Wrenches:	
Monkey—	
8-inch	1
12-inch	1
S	1

Wheelwright and carpenter's tools in the field.

728. Wheelwright and carpenter's tools required in the field:

	Number.
Ax, hand	1
Auger, hollow	1
Bits, press drill, 1 each, $\frac{3}{16}$, $\frac{1}{4}$, $\frac{5}{8}$, $\frac{1}{2}$, $\frac{5}{8}$, $\frac{3}{4}$, $\frac{7}{8}$, and 1 inch	8
Bit, screw-driver, for brace	1
Brace, ratchet	1
Calipers, pair	1
Chisels, firmer, $\frac{1}{4}$, $\frac{3}{8}$, $\frac{1}{2}$, $\frac{5}{8}$, $\frac{3}{4}$, 1, $1\frac{1}{2}$, and 2 inch	8
Files, 5-inch saw, taper	6
Grindstone and fixtures	1
Gauge, thumb, mortise	1
Hammer, claw	1
Knife, drawing	1

	Number.
Oiler	1
Planes, 1 each, smooth, jack, and jointer	3
Rasp, wood, 12-inch	1
Rule, 2-foot	1
Saws:	
Crosscut, hand	1
Rip, hand	1
Set saws, compass, with handles (3 in set)	1
Screw-driver, hand	1
Set, saw	1
Spoke pointer	1
Squares:	
Try	1
Steel, 2-foot	1
Stone, oil	1
Vise, block	1
Wrench, monkey, 10-inch	1

729. Saddler's tools required in the field:

Saddler's tools in the field.

	Number.
Awls:	
Collar	1
Round	1
Bench, folding, 72 by 24 inches, with legs 37 inches long	1
Blades, awl, and handles, 3 each of six sizes	18
Brush, glue, small	1
Can, oil, small	1
Chest, tool, saddler's combination	1
Chisel, cold	1
Creaser, iron	1
Cup, tin, pint	1
Dividers, pair	1
File, rat-tail	1
Hammers:	
Riveting	1
Shoe	1
Tack	1
Horse, stitching	1
Knives:	
Gauge	1
Head	1
Round	1
Shoe	1
Nippers, pair, medium	1
Punches:	
Revolving, six tubes	1
Round, one each Nos. 2 and 9	2
Pliers, pair, small	1
Rule, 36-inch	1
Screw-driver, small	1
Set, rivet	1
Shears, pair	1
Slicker, glass	1
Stone, oil	1

	Number.
Thimbles	2
Tickler	1
Tool:	
Claw	1
Edge, common	1
Vise, small	1

Blacksmith's tools at repair depot.

THE FOLLOWING ARTICLES ARE REQUIRED AT A DEPOT FOR MAKING REPAIRS TO WAGONS, HARNESS, AND AMBULANCES:

730. Blacksmith's tools:

	Number.
Bolt clipper for every two blacksmiths	1
Drill, post, large, with set of twist drills from $\frac{3}{16}$ to 1 inch	1
Grindstone	1
Jackscrew	1
Mandrels	2
Swage blocks	2
Screw plates, to cut from $\frac{1}{4}$ to 1 inch	2
Screw plate, to cut from $\frac{1}{8}$ to $\frac{3}{8}$ inch	1
Saw, hack	1
Tire shrinker	1
Tire bender	1

731. Each blacksmith should have the following tools:

	Number.
Anvil, weight 200 pounds	1
Apron	1
Bellows, 44-inch	1
Brace, ratchet	1
Bits, gimlet, $\frac{1}{8}$, $\frac{3}{16}$, $\frac{1}{4}$, and $\frac{5}{16}$	4
Bits, wood, $\frac{1}{8}$, $\frac{1}{4}$, $\frac{5}{16}$, $\frac{3}{8}$, $\frac{7}{16}$, $\frac{1}{2}$, $\frac{5}{8}$, and $\frac{3}{4}$	8
Bit, screw-driver	1
Calipers	1
Chisel (or cutter), cold, with handle	1
Chisel (or cutter), hot, with handle	1
Clamps, steel, open, 6-inch	2
Clamps, steel, open, 10-inch	2
Dividers	1
Drills, twist, for bit brace, $\frac{1}{8}$, $\frac{3}{16}$, $\frac{1}{4}$, $\frac{5}{16}$, $\frac{3}{8}$, $\frac{7}{16}$, $\frac{1}{2}$, $\frac{5}{8}$, and $\frac{3}{4}$	9
Sets fullers, top and bottom, $\frac{3}{8}$ and $\frac{5}{8}$	2
Hammers (1 each, ball pein, cross pein, riveting, shoeing, set, sledge, flatter)	7
Hardie	1
Iron, tuyere	1
Nippers	1
Pinchers	1
Punches, with handles, round, $\frac{3}{8}$, $\frac{5}{8}$, $\frac{3}{4}$, and 1 inch	4
Punches, with handles, square, $\frac{3}{8}$, $\frac{5}{8}$, $\frac{3}{4}$, and 1 inch	4
Punches, hand, assorted	6
Punch, center	1
Rule, 2-foot	1
Screw-driver	1

	Number.
Sets swages, top and bottom, $\frac{3}{8}$, $\frac{1}{2}$, $\frac{5}{8}$, $\frac{3}{4}$, $\frac{7}{8}$, 1, $1\frac{1}{8}$, $1\frac{1}{4}$, $1\frac{3}{8}$, and $1\frac{1}{2}$ inch	10
Square, 2-foot	1
Pairs tongs, assorted	6
Tools, heading:	
Round, $\frac{1}{4}$, $\frac{5}{16}$, $\frac{3}{8}$, $\frac{1}{2}$, $\frac{5}{8}$, $\frac{3}{4}$, $\frac{7}{8}$, and 1 inch	8
Square, $\frac{3}{8}$, $\frac{1}{2}$, $\frac{5}{8}$, $\frac{3}{4}$, and $\frac{7}{8}$ inch	5
Traveler	1
Wrenches:	
Monkey, large, medium, and small	3
S	2
Vise, about 85 pounds	1

732. Each wheelwright should have the following tools at a repair depot: Wheelwright's tools in a repair depot.

	Number.
Ax, hand	1
Auger, hollow	1
Bits, press drill, one each $\frac{3}{16}$, $\frac{1}{4}$, $\frac{3}{8}$, $\frac{1}{2}$, $\frac{5}{8}$, $\frac{3}{4}$, $\frac{7}{8}$, and 1 inch	8
Bit, screw-driver, for brace	1
Brace, ratchet	1
Calipers	1
Chisels:	
Cold	1
Firmer, $\frac{1}{4}$, $\frac{3}{8}$, $\frac{1}{2}$, $\frac{5}{8}$, $\frac{3}{4}$, 1, $1\frac{1}{2}$, and 2 inch	8
Files:	
12-inch, wood or bastard	1
5-inch, saw, taper	6
Set gouges, $\frac{1}{8}$, $\frac{1}{4}$, $\frac{3}{8}$, $\frac{1}{2}$, $\frac{5}{8}$, $\frac{3}{4}$, $\frac{7}{8}$, 1, $1\frac{1}{4}$, $1\frac{1}{2}$, $1\frac{3}{4}$, and 2 inch	1
Grindstone and fixtures	1
Gauge, thumb, mortise	1
Hammers:	
Claw	1
Riveting	1
Knife, drawing	1
Oiler, hand	1
Planes, 1 each, smooth, jack, and jointer	3
Punch, steel	1
Rasp, wood, 12-inch	1
Rule, 2-foot	1
Saws:	
Cross-cut, hand	1
Rip, hand	1
Set saws, compass, with handles (3 in set)	1
Screw-driver, hand	1
Set, saw	1
Shave, spoke	1
Spoke pointer	1
Squares:	
Try	1
Steel, 2-foot	1
Stone, oil	1
Vise, block	1
Wrench, monkey, 10-inch	1

Saddler's tools at a repair depot.

733. Saddler's tools required at a repair depot:

Awls, collar.
Awls, lacing.
Awls, pad and seat.
Awls, round.
Awls, thong.
Blades, awl, assorted.
Blades, draw-gauge.
Blades, splitting-knife.
Blades, washer-cutter.
Brushes, glue, medium.
Carriages, box, for overstich wheels.
Channelers, edge.
Chisels, cold, assorted.
Compasses, patent-leather, spring.
Creasers, iron ends, to crease four widths.
Creasers, layer, octagon, Nos. 2, 3, 4, and 5.
Creasing machine, iron, with upper and lower rollers.
Cutters, washer, double
Dividers, steel, 6-inch.
Files, flat, 6 to 10 inch.
Files, rat-tail, 7-inch.
Gauges, draw.
Hammers, riveting, No. 3.
Hammers, shoe, No. 4.
Hammers, tack, No. 3.
Handles, awl.
Horses, stitching.
Jaws, stitching-horse.
Knives, shoe.
Knives, head, 4⅜-inch.
Knives, round, 6-inch.
Knives, splitting, 10-inch.
Mallets.
Nail pullers.
Needles, collar, Nos. 2 and 4.
Needles, glover's, Nos. 3, 4, and 5.
Needles, harness, Nos. 2, 3, 4, and 5.
Needles, sewing-machine.
Nippers, heavy, 9-inch, with set screws.
Oilers, hand.
Palms, collar, round.
Pinchers, 9-inch.
Pliers, steel, 5-inch.
Pliers, pincher, 7-inch.
Pliers, side-cutting, 7-inch.
Punches, bag, ½, ⅝, ¾, ⅞, and 1 inch.
Punches, round, Nos. 2, 4, 6, 8, and 9.
Punches, prick, steel, small.
Punches, revolving, six tubes.
Rules, 3-foot.
Rounders, rein, nine holes.

Saws, hand.
Screw-drivers, 6 and 10 inch.
Sets, rivet, Nos. 8 and 12, two holes.
Sewing machine, suitable for sewing heavy duck.
Shears, straight, 9-inch.
Slickers, glass.
Stamps, saddle, assorted,
Sticks, loop, iron, oval edge, ½, ⅝, ¾, ⅞, 1, 1⅛, 1¼, 1¾, and 2 inch.
Stones, oil.
Stones, grind, weight 40 pounds.
Stuffer, or seats steel.
Ticklers, single, Nos. 2, 3, and 4.
Ticklers, double, Nos. 1, 2, and 3.
Tools, claw, heavy riveted.
Tools, edge, common, Nos. 2, 3, 4, and 5.
Thimbles, assorted.
Vises, parallel, 4-inch.
Wheels, overstitch, assorted, 5, 6, 7, and 8 to inch.

734. Painters' tools required: Painters' tools.

Brushes, round, 2-inch.
Brushes, flat, 1 to 2 inch.
Brushes, badger, 2-inch.
Brushes, striping, ⅛ and ¼ inch.
Brushes, pencil, ⅛ and ¼ inch.

735. Size of steel wire nails and spikes and cut nails, and number per pound: Nails and spikes.

Standard steel wire nails.				Steel spikes.		Common iron nails.		
Size.	Length.	Common, number per pound.	Finish, number per pound.	Length.	Number per pound.	Size.	Length.	Number per pound.
Penny.	*Inches.*			*Inches.*		*Penny.*	*Inches.*	
2	1	1,060	1,558	3	41	2	1	800
3	1¼	640	913	3½	30	3	1¼	400
4	1½	380	761	4	23	4	1½	300
5	1¾	275	500	4½	17	5	1¾	200
6	2	210	350	5	13	6	2	150
7	2¼	160	315	5½	11	7	2¼	120
8	2½	115	214	6	10	8	2½	85
9	2¾	93	195	6½	7½	9	2¾	75
10	3	77	137	7	7	10	3	60
12	3¼	60	127	8	5	12	3¼	50
16	3½	48	90	9	4½	16	3½	40
20	4	31	62	.....	.....	20	4	20
30	4½	22	.....	.....	.....	30	4½	16
40	5	17	.....	.....	.....	40	5	14
50	5½	13	.....	.....	.....	50	5½	11
60	6	11	.....	.....	.....	60	6	8

Screws.

736. Standard machine screws:

No.	Diameter of body.	Lengths.	
		From—	To—
	Inch.	*Inch.*	*Inches.*
2	0.0842	3/16	1/2
3	.0973	3/16	1/2
4	.1105	3/16	3/4
5	.1236	3/16	3/4
6	.1368	3/16	1
7	.1500	1/4	1 1/4
8	.1631	1/4	1 1/4
9	.1763	1/4	1 1/2
10	.1894	1/4	1 1/2
12	.2158	1/4	1 1/2
14	.2421	1/4	2

In ordering state style of screws desired, whether flat, round, filister or oval heads, and whether steel or brass.

Square and round bars.

737. Weights and areas of square and round bars and circumferences of round bars:

[One cubic foot of steel weighing 489.6 pounds.]

Thickness or diameter.	Weight of square bar 1 foot long.	Weight of round bar 1 foot long.	Area of square bar.	Area of round bar.	Circumference of round bar.
Inches.	*Pounds.*	*Pounds.*	*Square inches.*	*Square inches.*	*Inches.*
1/16	0.013	0.010	0.0039	0.0031	0.1963
1/8	.053	.042	.0156	.0123	.3927
3/16	.119	.094	.0352	.0276	.5890
1/4	.212	.167	.0625	.0491	.7854
5/16	.478	.375	.1406	.1104	1.1781
3/8	.850	.667	.2500	.1963	1.5708
7/16	1.328	1.043	.3906	.3067	1.9635
1/2	1.913	1.502	.5625	.4418	2.3562
9/16	2.603	2.044	.7656	.6013	2.7489
1	3.400	2.670	1.0000	.7854	3.1416
1 1/16	4.303	3.379	1.2656	.9940	3.5343
1 1/8	5.312	4.173	1.5625	1.2272	3.9270
1 3/16	6.428	5.049	1.8906	1.4849	4.3197
1 1/4	7.650	6.008	2.2500	1.7671	4.7124
1 5/16	8.978	7.051	2.6406	2.0739	5.1051
1 3/8	10.41	8.178	3.0625	2.4053	5.4978
1 7/16	11.95	9.388	3.5156	2.7612	5.8905
2	13.60	10.68	4.0000	3.1416	6.2832

Manila rope.

738. Size, weight, and strength of manila rope:

Diameter.	Circumference.	Weight of 100 feet of rope.	Ultimate strength of rope.
Inches.	*Inches.*	*Pounds.*	*Pounds.*
1/4	3/4	3	400
5/16	1 1/16	5	900
3/8	1 1/8	7 1/2	1,620
7/16	2	13 1/2	2,880
1/2	2 1/16	16 1/2	3,640
9/16	2 1/4	23 1/2	5,440
1	3	28 1/2	6,480
1 1/16	3 1/8	45	10,120
1 1/8	4 1/16	58	13,000
1 1/4	4 1/8	65	14,600
1 5/16	5	80	18,000
1 3/8	5 1/16	97	21,800
2	6	113	25,900

INDEX.

[References are to paragraphs.]

Accounts Current (see *Vouchers, Money; Vouchers, Payment of,*):
Fiscal years noted, 224.
Separate for each fiscal year, 225.
Separate for contingent expenses, 226.
Disposition of funds end fiscal year, 211, 228.
Supplemental, 229.
How made, 231.
How forwarded, 232.
Original vouchers attached, 233.
All orders and authorities attached, 234.
Officers's duty when relieved, 235.
Acetylene Gas. (See *Power Plants.*)
Advertising, Newspaper (see *Proposals, Advertising for*):
Authority required, 96, 97.
Requests for authority, 98.
Authority to readvertise, 99.
Number of insertions, 100.
Time and dates, 101, 119.
How worded, 102.
Rates of payment, 103.
Vouchers, how made, 104, 105.
Vouchers, how submitted, 104, 105.
Outstanding bills of deceased officers, 106.
Officers changing station, 106.
The necessary blanks, 107.
Claims, when not paid, 105.
Allotments. (See *Funds, Public.*)
Ambulances:
How provided, 505, 670.
Repairs, 670.
Loading on cars, 700.
Waterproofing covers, 721.
Bolts, etc., in, 725.
Animals (see *Horses; Public Animals*): Care, 19, 717.
Appropriations:
Fiscal year, how divided, 222.
Remittances under appropriations, 223.
Articles not mentioned in appropriations, 227.
Artificial Limbs:
When supplied, 686.
Commutation for, 686.
Travel to obtain, 687.
Payment for transportation, 688.
Auctioneer:
Employee utilized as, 220.
Employment, 220.
Payment of, 220.
Awards (see *Contracts*):
Supplies for a department, 141.
To lowest responsible bidder, 142.
Awards—Continued.
Irregularities in proposals, 143.
Action when no guaranty is required, 144.
Note of accepted quantity and price on abstract, 145.
Abstract to War Department, 146.
Bakeries, Post:
Detailed post bakers, 61.
Suitable buildings required, 81.
Utensils and furniture, 81.
Supervision of, 81.
Band Instruments:
How transported, 562.
Music pouches, 621.
How supplied, 634.
Bugles, trumpets, and whistles, 635.
Barracks and Quarters:
Inspections when vacated, 394.
Care to prevent damage, 395.
Annual inspection, 396.
Allotments for repairs, 397.
Final action on estimates, 398, 399, 400.
Special repairs, 401.
Use of private buildings, 402.
To be numbered, 403.
Storehouses, sheds, etc., 407, 408.
Limit in cost to $20,000, 410.
Erection of buildings, 411.
Plat of posts required, 412.
Action in case of fire, 413.
Allowance and assignment, 414–425.
Lighting plants, installation, 449.
Bidders. (See *Awards; Bonds; Contracts; Proposals, Advertising for.*)
Bills of Lading. (See *Transportation.*)
Bills, Outstanding:
Of a deceased officer, 106.
Of an officer changing station, 106.
Blanks Supplied:
By heads of departments, 112.
By Quartermaster-General, 647, 664.
Bonds, Disbursing Officers', Bidders' and Contractors':
Disbursing officers', 164.
Disbursing officers' sureties, 165.
Contractors', 166.
Amount of penalty, 166.
When waived, 166, 169.
How executed, 167.
Number and where sent, 168.
Security companies, 170.
If a corporation, 171.
Corporation, when accepted, 172, 173, 174.

Bonds, Disbursing Officers', Bidders' and Contractors'—Continued.
Sureties, if individuals, 175.
Sureties, if in a foreign country, 175.
When a guarantor is accepted, 176.
Principal and surety to sign, 177.
When bond is renewed, 178.
Account closed on renewal of bond, 179.
Books of Record (see *Records*):
To be kept in office, 652.
How supplied, 653.
How filed, 654.
Books, Professional:
How obtained, 26.
Books Supplied:
By heads of departments, 112.
By Military Secretary, 662.
By Quartermaster-General, 663.
Box Lockers:
For Barracks, 404.
Boxes, Packing:
Sizes, 556.
Building of Posts:
Erection of temporary buildings, 75.
Erection of gymnasiums, etc., 83.
Hospital buildings, 679–685.
Buildings. (See *Barracks and Quarters.*)
Cemeteries, Battle Ground:
By whom set apart, 89.
Remains, how marked, 89.
Sketch of burying places, 89.
Headboards, 90.
Report required, 90.
Cemeteries, National:
Burials of enlisted men, 41.
Arlington National Cemetery, 42.
Under whose charge, 88.
Reports and correspondence, 88.
Cemeteries, Post:
Burials of enlisted men, 41.
Inclosures required, 91.
Labor by garrison, 91.
Supply of materials required, 91.
Headboards, 92.
Walks, 93.
Record of interments, 94.
Report required, 95.
Chairs:
For barracks, 405.
Checks. (See *Funds, Public.*)
Check Books, Official (see *Depositories*):
Rules for issue, 208.
By whom furnished, 209.
Transfer of, 209.
Mutilated checks, 210.
Checks, Certified:
With proposals, 121.
When returned, 132.
Civilian Employees. (See *Employees, Civilian.*)
Civilian Witnesses. (See *Witnesses, Civilian.*)
Clothing:
Gratuitous issues—
To prevent spread of disease, 627.
For deceased men, 43, 628.
Clothing Accounts:
Soldiers, 612.
Settlement of, 613–616.
Deserters, 617–619.
Clothing and Equipage:
Issue, deceased soldiers, 43.
Deserters, 54.
Men ordered to Soldiers' Home, 72.
Indian prisoners, 86.
Damaged; inspector's action, 315.
Allowance, 599.
Estimates, quarterly, 600, 601.
Revision of estimates by chief quartermaster, 602.
Disposition of estimates, 603.
Special estimates, 604.
For recruiting service, 605.
Sizes clothing, 606, 607.
Special sizes, 608.
Company clothing, 609.
Clothing schedules, 610.
Clothing issues, 611.
Soldiers' clothing accounts, 612.
Settlement of clothing accounts, 613–616.
Deserters' clothing accounts, 617–619.
Arctic clothing, 620.
Music pouches, 621.
Fur or blanket lined overcoats, 622, 623.
Laundry work, 624.
Military prisoners, 625, 626.
Gratuitous issues, 627.
Deceased soldiers, 628.
Sales, 629, 630.
Articles that may be dropped, 631.
Estimates for tableware, 632.
Preservation of tableware, 633.
Band instruments, 634.
Bugles, trumpets, and whistles, 635.
Corn brooms, mops, etc., 636.
Lye and sapolio, 637.
Use of tents and canvas, 638.
Clothing, Arctic:
How supplied and issued, 620, 622, 623.
Coal. (See *Power Plants*).
Collars, Horse:
Care of, 717.
Company Commanders:
Responsibility for quartermaster property, 481.
When absent, 482.
Company clothing, 609.
Clothing schedules, 610.
Clothing issues, 611.
Soldiers' clothing accounts, 612.
Settlement of clothing accounts, 613–616.
Deserters' clothing accounts, 617–619.
Arctic clothing, 620, 622, 623.
Laundry work, 624.
Computation of Time, 255.
Corn Brooms:
Allowance, 636.
Construction (see *Building of Posts*):
Knowledge necessary, 26.
Temporary buildings, 75.
Gymnasiums, etc., 83.
Erection of buildings, 411.
Erection of hospitals, 679, 680.
Contractors:
Government assistance, 114.
Contracts (see *Awards; Purchases* (*Emergency*); *Services, Engagement of*):
Forms for, how supplied, 152.

Contracts—Continued.
Modifications must be explained, 152.
By whom and how made, 153, 154.
When made without approval of chief of Bureau, 155.
When made with partners, 156.
When made with corporations, 157.
Number of copies, 158.
Where forwarded, 159.
Copy to returns office, 160.
Copy to auditor, 161.
Where finally transmitted, 162.
Contractors' bonds, 166.
No contract made in excess of appropriation, 180.
For short forage, 488.
Contract Surgeon:
Allowances, 668.
Purchase of clothing, 629.
Correspondence. (See *Military Correspondence.*)
Crematory:
Operation, 29.
Should not be forced, 29.
Cuspidors:
For barracks, 405.
Deceased Enlisted Men:
Disposition of remains, 41.
Report required, 41.
Issue of clothing, 43.
Transportation of baggage, 549.
Issue of clothing, 628.
Deceased Officers:
Report of death, 36.
By whom made, 36.
Inventories of effects, 37.
Disposition of effects, 37, 38.
Disposition of public property, 39.
Disposition of funds, 39.
Disposition of remains, 40.
Expenses of burial, 40.
Outstanding bills, 106.
Transportation of baggage, 549.
Dental Surgeon:
Allowances, 668.
Purchase of clothing, 629.
Department Commanders:
Action on requisitions, 13–15.
Emergency purchases, 16.
Military control of noncommissioned staff officers, 52.
Control of extra-duty details, 61.
Allotments for extra-duty labor, 69.
Supervision of reservations, 76, 77.
Responsibility for expenditures, 257.
Action on condemned property, 316.
Action on surveyed property, 327.
Important letters to staff officers, 356.
Supervision of staff officers, 357.
Allotments, barracks and quarters, 397.
Action on annual estimates, 398, 399.
Action on lights and hours used, 440.
Depots:
For collection of stores, 11.
Announced for filling requisitions, 12.
Requisitions to be filled promptly, 12.
In the field, 35.
Detail of officers at, on court-martial duty, 73.
Depositories (see *Check Books, Official*):
Designation, 182, 183.
Signature to, 194.
Notification of credits, 195.
Certificates of deposit, 212.
Deserters:
Disposition of clothing, 54.
Rewards for arrest and delivery, 55, 57.
Reports required, 55, 57.
Disbursing Officers. (See *Bonds.*)
Efficiency Reports (see *Reports, Efficiency*):
Ejectors, Shone, 29.
Electricity. (See *Power Plants.*)
Emergency Purchases. (See *Purchases, Emergency.*)
Employees, Civilian:
Computation of time, 255.
Loss of property, 297.
Employment of, 335–337.
Transportation of, 338.
Reimbursement for expenses, 339.
Laborers, teamsters, etc., 340.
Receipts for expenses, 341.
Subsistence traveling, 342.
Paymasters' clerks, etc., 343.
Traveling expenses, how paid, 344.
Transfer of, 345.
Travel as civilian witnesses, 346.
Medical supplies, 677.
Admission to hospital, 678.
Estimates:
For funds, 18.
Quarterly, for plumbing, water and sewer systems, 32.
Preparation, 358.
Supervision by superiors, 359.
Rigid economy required, 360.
Barracks and quarters, annual, 396.
For clothing, 600–605.
For tableware, 632, 633.
Hospitals, annual, 683, 684.
Express, Use of:
Mail, 392.
Money from paymaster, 569.
How limited, 560.
Extra and Special Duty Men:
Restrictions in duties, 60.
Control of details, 61.
Rate of pay, 62, 66.
When entitled to pay, 62, 65.
Detail of noncommissioned officer, 63, 64.
Limit in detail, 66.
Attendance at drills, 67.
Hours of labor, 68.
Filters, 27.
Fire Apparatus:
Protection of posts, 30.
Flushing Valves, Automatic, 29.
Forage and Straw:
Ration, 469.
Grazing, 470.
When issued, 471.
For officers' horses, 472, 473.
Sale to officers, 474.
No sale of issues, 475.
Straw for bed sacks, 476.
Straw for bedding animals, 477.
Military attachés, 499.

Fuel and Stoves:
Extra issues, 15.
Purchase fuel, 426.
To whom sold, 427, 428.
Sold for personal use, 429.
Standard, 430.
Kindling wood, 431.
Surplus public money, 432.
Issued in month when due, 433.
Allowances, 434.
Allowance for office rooms, 435, 436.
Officers receiving commutation, 437.
Fuel increase for latitude, 438.
Military attachés, 499.
Dental surgeons, 668.
Contract surgeons, 668.
Funds, Public:
Disposition when deceased officer is responsible, 39.
Allotments for extra-duty men, 61, 69.
Limited to requirements, 181.
Depositories, 182, 183.
Public money deposited, 186.
Recruiting officers, 187.
Disbursing officers relieved, 188, 203.
When covered into Treasury, 189.
Disbursing officers' signature, 194.
Notification of credits, 195.
Public funds not insured, 196.
Collection on checks not allowed, 196.
Transfer of funds, 197, 243.
No transfer of appropriation, 198.
How transferred to Treasury, 211.
Certificates of deposit, 212.
Funds of other staff departments, 213.
Note deposits on account current, 215.
Proceeds of sales, 217.
How deposited, 220.
General Depots. (See *Depots.*)
Gifts:
From clerks and employees, 8.
Grades of Rank, 74.
Guarantees:
With proposals, 121–132.
When accepted as surety, 176.
Hand Litters. (See *Litters, Hand.*)
Harness:
Ambulance, 671.
Care and repair, 717,720.
Heating:
Inspection, 21.
Reducing temperature, 22.
Fusible plugs, 23.
Care of heating plants, 24.
To shut off steam, 24.
To prevent freezing, 24.
Horses (see *Animals; Public Animals*)
Sale to mounted officers, 494.
Use of, by officers, 495.
Use of battery horses by officers, 496.
Shoeing supplies, how furnished, 497.
Horses of troop or battery, how shod, 497.
Transportation of officers' horses, 498.
Horse Equipments:
For Medical Department, 674.
Hospitals:
Erection, 679.
Hospitals—Continued.
Plans, 680.
Alterations, 681.
Inspection, 682.
Estimates for repairs, 683.
Annual estimates for repairs, 684.
Will not be used as quarters, 685.
Hospital Ambulances. (See *Ambulances.*)
Hospital Corps:
Allowance of quarters, 669.
Ice Machines:
Care of, 31.
Record of coal consumption, 31.
Record of ice manufactured, 31.
Product, how issued, 456, 457.
Illuminating Supplies:
Extra issues, 15.
Limit in lights and hours used, 440.
Candles, 441.
Mineral oil, 442.
Rate of burning, 443.
Sale of lighting supplies, 444, 445.
Savings from issues, 446.
Sale of electric current, 447.
Meters required, 448, 449.
Electric-light plants, 450.
Lamps and oil, when prohibited, 451.
Indians:
Held as prisoners, 86.
Medical attendance, 86.
Reports required, 86.
Purchases from, 87, 150.
Inspections. (See *Inspectors-General.*)
Inspectors-General:
Sphere of inquiry, 302.
Under whose orders, 303.
Commands, when inspected, 304.
Inspection of money accounts, 305.
Inspection of disbursements, 306.
Inspection of property, 307.
Preparation for, 308, 309.
Inspector's action, 310–314.
Damaged clothing, 315.
Final action, 316, 317.
Iron Bars:
Sizes and weights, 737.
Job Printing. (See *Printing, Job.*)
Lands, Purchase of:
Only under act of Congress, 409.
Plat required, 412.
Laundry Work:
How paid for and charged, 624.
Libraries, Reading Rooms, etc.:
Suitable rooms set apart, 82.
Supply of books and papers, 82.
Supply of school books and stationery, 82.
Lighting. (See *Illuminating Supplies; Power Plants.*)
Litters, Hand:
Quartermaster's Department provides and repairs, 673.
Lye, 637.
Manual:
What it will contain, 1.
Where obtained, 2.
Medical Department:
Indian prisoners, medical attendance, 86.

Medical Department—Continued.
Clothing, when destroyed, 627.
Sanitary condition, 666.
Hygiene, 667.
Contract surgeons, 668.
Dental surgeons, 668.
Quarters, hospital corps, 669.
Ambulances, 670.
Ambulance drivers, 672, 690.
Hand litters, 673.
Mounted orderlies, 674.
Horse equipments, 674, 690.
Transportation assigned, 675.
Stores, when disinfected, 676.
Civilian employees, medical supplies, 677.
Civilian employees, admission to hospital, 678.
Supply artificial limbs, 686–688.
Mess Furniture:
How supplied, 79, 80.
Care in use, 79.
When charged, 79.
Limit in the field, 80.
Change of station, 406.
Estimates, 632.
Preservation, 633.
Military Attachés:
Allowances, 499.
Military Correspondence:
Official letters, 361-364.
Indorsements, 365.
Inclosures, 366.
Signatures, 367.
Actual rank used, 368.
Private correspondence, 369.
When to Military Secretary, 370, 376.
Military channels, 371-373.
Recommendation required, 374.
When signed by staff officer, 375.
Courtesy in correspondence, 377.
Military Discipline:
Who will obey orders, 3.
Persons subject to trial, 4, 5.
Interest in purchase or sale, 190–192.
Disbursing officer gambling, 193.
Money Accountability:
Restrictions in use of money, 180.
Funds limited to requirements, 181.
Depositories, 182, 183.
Disbursing in different capacities, 184, 201.
Payments only when due, 185.
Public money deposited, 186.
Recruiting officers, 187.
Disbursing officer relieved, 188, 203.
When money covered into Treasury, 189.
Signature to depository, 194.
Notification of credits, 195.
Public funds not insured, 196,
Collection on checks not allowed, 196.
Transfer of funds, 197.
No transfer of appropriation, 198.
Checks, how drawn, 199, 200.
Loss of checks, 202.
Checks delayed in presentation, 204, 205.
Balances outstanding three years, 206.
Checks, when paid at Treasury, 207.
How transferred to Treasury, 211.
Certificates of deposit, 212.
Money Accountability—Continued.
Funds of other staff departments, 213.
Note deposits on account current, 215.
Proceeds of sales, 217.
How deposited, 218.
Expenses of sales, 219.
Employment of auctioneer, 220.
Money Vouchers. (See *Vouchers, Money.*)
Mops, 636.
Music Pouches. (See *Band Instruments.*)
Nails:
Sizes, 735.
Oaths:
Officer to administer, 295.
Surveying officer, 322.
Penalty Envelopes:
When used, 388, 389.
How prepared, 390.
Weight, 391.
Freight and express, use of, 392.
Foreign correspondence, 393.
Personal Reports:
Report upon arrival, 383.
Report required monthly, 384.
Post Commanders:
Indorsements on personal reports of noncommissioned staff officers, 53.
Erection temporary buildings, 75.
Supervision and care of reservations, 77.
Improvement of grounds, 77.
Detail of post librarian, 82.
Erection of gymnasiums, 83.
Reports of Indian prisoners, 86.
Responsibility for expenditures, 257.
Post Noncommissioned Staff:
General duties, 50, 51.
Military control, 52.
Personal reports, 53.
Power Plants:
Record coal consumed, 27.
Record water pumped, 27.
Record current generated, 28.
Record carbide used, 28.
Record acetylene gas generated, 28.
Quarterly estimates, 32.
Posts, Ungarrisoned:
Noncommissioned staff officer in charge, 51.
Under charge of what departments, 78.
Plumbing:
Inspection, 25.
Cleanliness, 25.
Disinfectant, 25.
Quarterly estimate, 32.
Printing, Job:
Headquarters divisions and departments, 108.
By contract, 108.
Contracts for fiscal year, 108.
Vouchers, how submitted, 109.
Vouchers, how prepared, 109.
Headings, letter and note, 110.
Printing in special cases, 111.
Contracts in special cases, 111.
Blank forms, where obtained, 112.
Property Accountability (see *Property, Public*):
One accountable officer, 478, 479.
More than one accountable officer, 480.

Property Accountability—Continued.
Company commanders, 481.
Company commander absent, 482.
When troops change station, 483.
Memorandum receipts, 484, 491, 492.
Forage or wagon master not to be concerned in sale or purchase, 485.
To prevent loss or damage, 486.
Stores to be weighed, 487.
Short forage, 488.
Verification of fuel and forage, 489.
Inventories, 490.
Care typewriting machines, 493.
Property, Private:
Compensation for loss, 334.
Property, Public (see *Property Accountability; Property, Unserviceable*):
Captured from enemy, 6.
Loss through neglect, 7.
Unloading and checking, 35.
Action when officer in charge dies, 39.
At ungarrisoned posts, 51.
Accountability and responsibility, 262–265, 284.
Separation of officer from property, 264, 265.
Transfer of, 266.
Stores miscarried, 267.
Failure to receipt, 268.
Verification when received, 269, 270.
Receipts in blank prohibited, 271.
Supplies furnished other bureaus, 272.
Outfit for surveying parties, 273.
Care in issues, 274.
Keys of storerooms or chests, 275.
To be kept serviceable, 276.
Branding "U. S.," 277.
Use by private parties, 278.
Unserviceable property, classes, 280.
Property to be sold, 281.
Sales at auction, 282.
Sales at reduced prices, 283.
Transfers to enlisted men, 286.
Orders for issues, 287.
Credits for issues, 288.
When lost or destroyed, 289.
Charges for loss to enlisted men, 290.
Damaged, etc., classified, 293.
Responsibility for damage or loss, 294.
Payment for damage or loss, 296.
Loss by civilian employee, 297.
Recovery of, 298–301.
Rewards for recovery, 300.
Loading on cars, 701.
Property, Unserviceable:
Classes, 280.
Property to be sold, 281.
Sales at auction, 282.
Sales at reduced prices, 283.
Damaged, classified, 293.
Responsibility for damage, 294.
Payment for damage or loss, 296.
Loss by civilian employees, 297.
Damaged clothing, 315.
Articles that may be dropped, 631.
Proposals:
How prepared, 128.
How signed, 129.
How sealed and addressed, 134.
Numbers and prices, 130.
Proposals—Continued.
Erasures explained, 131.
Guarantees, 132, 133.
Certified checks, 132.
Checks, when returned, 132.
Received from more than one place, 135.
Time for opening, 136.
When received too late, 136.
How and when withdrawn, 137.
Manner of opening, 138.
How folded and numbered, 139.
Where forwarded, 140.
Proposals, Advertising for (see *Advertising, Newspaper*):
By newspaper, 101, 119.
By posters and circulars, 119.
Time required, 119.
Wording, 120.
Guarantees, 121, 132.
Certified checks, 121, 132.
By whom issued, 122.
Copy, where sent, 123.
Report, how made, 123.
Information given, 124, 125.
Names of bidders, 127.
Public Animals:
How purchased, 458.
How branded, 459.
Docking prohibited, 460.
Descriptive lists, 461, 463.
Descriptive books, 462.
Issue and transfer, 463.
Assignment, 464.
Action when unsuited, 465.
Public Property. (See *Property, Public; Property, Unserviceable.*)
Purchases (Emergency):
Not exceeding $200, 16.
Open-market purchases, 148.
When purchase exceeds $200, 151.
How marked, 163.
Purification Plants, 29.
Quartermaster-General:
Supplies for post libraries, 82.
Supplies for post schools, 82.
Quartermasters:
Special knowledge required, 21–31.
Duty in the field, 33–35.
Inspection of camps, 34.
Indorsements on personal reports, 53.
When subject to special duty, 73.
Will set up targets, 85.
Will not be concerned in purchases or sales, 190–192, 279.
Will not gamble, 193.
Not to be separated from property, 265.
Quartermaster's Department (see *Quartermasters*):
General duties, 9.
Transports supplies, 10.
Provides storehouses, 35.
Provides illuminating supplies, 439.
Provides shoeing supplies, 497.
Transports troops and supplies, 509.
Provides band instruments, 634.
Provides blank telegrams, 647.
Provides and repairs ambulances, 670.
Provides hand litters, 673.

Quarters, Allowance, and Assignment:
Assignment, 414, 415.
Selection, 416, 417.
Allowance, 418.
Quarters in kind, 419.
For staff, 420.
Officer's right to quarters, 421.
Supplied at one station, 422.
Officer absent from post, 423.
Mess room, 424.
Officer on sick leave, 425.
Military attachés, 499.
Contract surgeons, 668.
Dental surgeons, 668.
Hospital Corps, 669.

Rank, Grades of, 74.

Record Books. (See *Books of Record.*)

Records:
Preservation, 378.
Disposition, 379.
Colored inks, 380.
Destruction or removal, 381.
Information as basis of claims, 382.
Books of record, 652.
How supplied, 653.
When removed, 653.
How filed, 654.

Reports, Efficiency:
Made June 30, 385.
Preparation, 386.
When forwarded, 387.

Requisitions:
Depots announced for filling, 12.
Final action, 13.
When not covered by Army Regulations, 14.
Extra issues, fuel, 15.
Extra issues, kerosene oil, 15.

Reservations:
Removal of trespassers, 76.
Care of, by post commanders, 77.
How made attractive, 77.

Retired Officers:
Personal reports, 384.
Allowance of stationery, 454.
Baggage, 549.

Returns and Reports:
Separate returns, 285.
Failure to render, 291.
When rendered, 292.
Reports of surveys as vouchers, 330.
Civilian employees' travel, 341.
Efficiency reports, 385–387.
Quartermaster's supplies, 655.
Quartermaster's supplies on one return, 656.
Number required, 657.
Preparation of money accounts, 660.
Preparation of returns, quartermaster's stores, 661.

Rope:
Size, weight, and strength, 738.

Sales:
Proceeds of, 217.
Deposit of proceeds, 218.
Expenses, 219.
Employment of auctioneer, 220.

Sapolio, 637.

Screws:
Sizes, 736.

Scrubbing Brushes:
Allowance, 636.

Services, Engagement of. (See *Contracts.*)
Voluntary service forbidden, 113.
Exceptions, 113.
From cheapest market, 117.
Personal services, 117.
Information to bidders, 126.
In open market, 148.
Computation of time, 255.
Civilian employees, 335–337.

Sewage:
Crematories, 29.
Flushing valves, 29.
Pumping plants, 29.
Shone ejectors, 29.

Sewer Systems:
Suitable attendant, 29.
Defects reported, 29.
Quarterly estimates, 32.

Shoeing Supplies:
How furnished, 497.

Shone Ejectors, 29.

Small-Arms Practice:
Supply of targets, etc., 85.
Setting up of targets, 85.
Preparation of range, 85.
Flour for target practice paste, 85.

Soldiers' Home:
Admission, 70.
Transportation to, 71.
Clothing not issued, 72.

Special-Duty Men: (See *Extra and Special Duty Men.*)

Spikes:
Sizes, 735.

Staff Administration:
Recruitment of Army, 352.
Orders for change of station, 353.
Assignment of stations, 354.
Board of officers, 355.
Letters to department staff of importance, 356.
Supervision of staff officers, 357.
Supervision of estimates, 359, 360.

Stationery:
Supply to post schools, 82.
How issued, 452.
Office allowance, 453.
Retired officers, 454.
To ungarrisoned posts, 455.

Storehouses, Sheds, etc.:
For protection of stores, 407.
For storage of powder, oil, etc., 408.

Stoves. (See *Fuel and Stoves.*)

Straw:
For bed sacks, 476.
For bedding animals, 477.

Supplies, Purchase of:
From Indians, 87.
To be authorized by law, 113.
Under an appropriation, 113.
Exceptions, 113.
Articles of foreign production, 115.
Articles of domestic production, 116.

Supplies, Purchase of—Continued.
Use cheapest market, 117.
Purchasing officer responsible for method of purchase, 117, 119.
Standards for articles, 120.
Information to bidders, 125.
Forms of agreement, 147.
By contract, 147.
By written proposal and acceptance, 147.
By oral agreement, 147.
Open-market purchase, 148.
To obtain prices from dealers, 149.
From Indians, 150.
How marked, 163.

Surveying Officer. (See *Surveys on Property.*)

Surveying Parties:
Outfit for, 273.

Surveys on Property:
Surveying officer, 318, 319.
Investigation made, 320.
Preparation of evidence, 321.
Oaths, 322.
Surveying officer's authority, 323, 325.
Report required, 324.
When report is complete, 326–328.
Action against common carriers, 329.
Post not under department commander, 331.
Stoppages, how charged, 332.
If inspection follow survey, 333.
Damage of property in shipment, 559.

Tableware. (See *Mess Furniture.*)

Telegraphing:
Use of telegraph, 639.
Telegraph code, 640.
Payments, 641, 648, 649.
Personal telegrams, 642.
Framing telegrams, 643.
Rules for counting words, 644.
Loss of original, 645.
Settlement of accounts, 646.
Blank telegrams, 647.
If sent collect, 649.
Special delivery, 650.

Telephoning:
Messages, how paid for, 651.

Tentage:
Use of tents and canvas, 638.
Heavy, in the field, 711.

Time, Computation of, 255.

Tools:
Blacksmith's and farrier's—
In the field, 727.
At repair depot, 730, 731.
Painter's—
Required, 734.
Saddler's—
In the field, 729.
At repair depot, 733.
Wheelwright's and carpenter's—
In the field, 728.
At repair depot, 732.

Transfers between Bureaus:
Funds of staff departments, 213.
Of property, 221.

Transfers between Bureaus—Continued.
Vouchers sent to Treasury Department, 221.
Disposition of payments, 221.

Transportation (see *Transportation by Water; Transportation—Land; Transportation of Baggage; Transportation of Persons; Transportation of Supplies; Transportation of Troops by Rail; Transportation Requests*):
Supplies, 10.
Civilian employees, 338.
Paymasters' clerks, etc., 343.
Gymnastic appliances, 84.
Officers' horses, 497.
Wagon and pack, 500.
Allotment, 501.
By contract, 502.
Allowance of wagons at posts, 503.
Spring wagons, when used, 504.
Ambulances, how provided, 505.
All in charge of quartermaster, 506, 508.
Notice of movements, 507.
Quartermaster's Department in charge, 509.
Bills of lading—
How made out, 570–583.
If consignee is absent, 584.
Loss or damage in shipment, 585.
Payment, how made, 586, 594, 597, 598.
Loss of bill of lading, 587–592.
To insure prompt delivery, 593.
List of tariffs, 595.
Public tariff, 596.
Over bond-aided roads, 691.

Transportation by Water:
See Army Transport Regulations, 703.
Circular of information, 703.

Transportation by Land:
Standard wagons, 704.
Dimensions of wagons, 705.
Capacity of wagons, 704, 706.
Spare parts of wagons, 707.
Assignment, 708.
Control, 33, 709.
Loading, 710,
Supply trains, 711.
Rations, how carried, 712.
Allowance in the field, 713.
Parking wagon trains, 714.
Units—
Wagon train, 715.
Pack train, 715.
Responsibility for condition, 716.
Care of animals, 717.
Care of collars, 717.
Treatment of animals, 717.
Care of wagons, 718.
Extra parts and articles for each wagon, 719.
Care of harness, 720.
Waterproofing, 721.
Material to paint, 722.
Bolts, etc., required, 723–726.

Transportation of Baggage:
150 pounds free, 530.
If less than 150 pounds is carried free, 531.
Field allowance, 531.
Baggage of enlisted men, 532.
Officer changing station, 547.

Transportation of Baggage—Continued.
Amount transported, 548.
How shipped, 548.
Retired or deceased officers and men, 549.
Contract or dental surgeons, 550.
New appointments in Army, 550.
Regimental and company property, 551.
Order of loading, 702.

Transportation of Persons:
Remains of an officer, 40.
Remains of enlisted men, 41.
For arrest of deserters, 56.
Discharged enlisted men, 58, 59.
Soldiers' Home, 71.
Orders required, 510.
Transportation, how obtained, 511.
Route, 512.
Notification necessary, 513.
Inspection of accommodations, 514.
Copy of contract furnished commanding officer, 515.
For recruits, 516.
Contract surgeons, 668.
Dental surgeons, 668.
For Medical Department, 675.
To obtain artificial limbs, 687.

Transportation of Supplies:
Shipping invoices and receipts, 552, 567.
Car lots (through freight), 553.
Packing and marking, 554, 555, 557, 566.
Sizes of packing boxes, 556.
Damage or deficiency, 558.
Surveying damage, 559.
By express, 560.
Supplies for States, 561.
Books, musical instruments, etc., 562.
Donations to army museums, 563.
For other departments, 564, 565.
To signal parties, 568.
Money from paymaster, 569.

Transportation of Troops by Rail:
Land-grant or bond-aided roads, 691.
Information required, 692.
Sample circular, 693.
Special trains, 694.
Stock cars, 694.
Opening bids and award, 695.
Letter of agreement, 696.
Loading freight and troops, 697.
Capacity of cars, 698.
Loading animals, 699.
Loading ambulances, 700.
Loading wagons, 701.
Property, order of loading, 702.

Transportation Requests:
When no request is issued, 446.
How made out, 517–521.
Rates, 522, 523.
Separate requests, 524.
Duplicate requests, 525,
No change allowed, 526.
Unused tickets, 527.
Return trip, 528.
Payment, 529, 545.
150 pounds baggage free, 530.
If less than 150 pounds is carried free, 531.

Transportation Requests—Continued.
Field allowance, 531.
Baggage for enlisted men, 532.
Public property not included, 533.
Requests, how provided, 534.
Transfer of requests, 535.
Stub of requests, 536.
Bridge tolls and ferriage, 537.
Street car and ferry tickets, 538.
Parlor car accommodations, 539, 687.
Requests, how issued, 540.
Separate requests, 541.
Requests, how used, 542.
Parlor cars chartered, 543.
Canceled requests, 544.

Typewriting Machines:
Care of, 493.

Veterinarians:
How appointed for cavalry and artillery, 44.
How appointed for Quartermaster's and other departments, 49.
Pay for cavalry and artillery veterinarians, 44.
Pay for veterianarians in Quartermaster's and other departments, 49.
Duties of veterinarians, 46, 47.
Purchase clothing, 629.

Veterinary Hospitals:
Suitable buildings required, 48.

Veterinary Medicines:
How supplied, 466.
Charge of issue, 467.
Transfer to veterinary surgeon, 468.

Volunteers:
Equipment and supply, 17.

Vouchers, Money (see *Accounts Current*):
How made, 236, 238.
To be certified by an officer, 237.
In what currency expressed, 239.
Manner of purchase noted, 240.
Receipts in blank prohibited, 241.
How filled out before payment, 242.
Invoices and receipts for funds, 197, 243.
How noted, 244.
To corporation, company, or firm, 245.

Vouchers, Payment of (see *Accounts Current; Vouchers, Money*):
When in cash or check to bearer, 246.
When by check to order, 247.
When vouchers may be signed by local agents, 248.
Identification necessary, 249.
Signatures to vouchers, 250, 251.
Receipts in full, 252.
Fees of civil officers, 253.
Vouchers for unpaid accounts, 254.
Computation of time, 255.
Executors and heirs, 256.
In Philippine Islands, 256.
Responsibility for expenditures, 257.
Payments of certified vouchers, 258.
Examination of money accounts, 259.
In case of errors, 260.
Disbursing officer ceasing to act, 261.
Travel, civilian employees, 339–344.
Transportation for artificial limbs, 688.

Wagons, Army and Escort:
Loading on cars, 701.
Escort wagon and load, 704.
Army wagon and load, 704.
Dimensions of wagons, 705.
Capacity, 706.
Spare parts, 707.
Assignment of wagons, 708.
Control of wagons, 33, 709.
Loading of wagons, 710.
Allowance in the field, 713.
Care and repair, 20, 718.
Extra parts, 719.
Wagons, Army and Escort—Continued.
Material to paint, 722.
Bolts, etc., in wagons, 723–726.
Water:
Filters, 27.
Purification plants, 27.
Supply, 27.
Witnesses, Civilian:
Government employees, 346.
Not Government employees, 347.
By whom paid, 348, 351.
Return journeys, 349.
Expenditures allowed, 350.

O

Stanford University Libraries
3 6105 127 313 216